7ED 115 875

CE 005 713

TITLE

Fall Department Head Report -- Reporting Booklet 2.0 to the Massachusetts Division of Occupational Education (Fiscal Year Ending June 10, 1975) for Business and Office Occupations.

INSTITUTION

Management and Information System for Occupational

Education Winchester, Mass.

SPONS AGENCY

Massachusetts State Dept. of Education, Boston. Div.

of Occupational Education.

PUB DATE

30 Jun 75

NOTE.

264p.; For related documents, see:ED 062 553; ED 068 646-647; ED 072 225; ED 072 228; ED 072 303-304; CE -005,687-727; Instructions for completing the booklet

are available in CE 005 701

EDRS PRICE DESCRIPTORS MF-\$0.76 HC-\$13.32 Plus Postage

Annual Reports; Business Education; Census Figures; Data Collection: Demonstration Projects: *Educational Objectives; Job Skills; *Management Information Systems: *Office Occupations Education: Program Design; Program Evaluation; *Records (Forms); State

Programs: *Vocational Education

IDENTIFIERS

Census Data System; *Management Information System Occupational Educa: MISOE: Terminal Performance

Objectives: TERMOBS

ABSTRACT

The reporting booklet is required for the Census Data System (CDS) of the Management Information System for Occupational Education (HISOE); it contains the reporting forms which collect data that describe program structure and job-entry skill outcomes expected of program completors in the individual occupational education area of business and office occupations. Utilization of instructional area is also determined. This booklet contains the terminal performance objectives (TERMOBS) for this project area. They are actually the forms by which the skills of program completors are reported by department heads. CDS, one of two major subsystems of the integrated management information system, was developed to provide occupational education managers with comprehensive data on which to base rational management decisions. Essentially, CDS contains descriptive information systematically structured in a manner which allows it to be used as a basis for sampling evaluative research studies. CDS collects and stores census data for all school systems offering occupational education programs, including all data formerly collected by the Annual Federal Report for Occupational Information, except followup data. (Author/AJ)

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THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF EDUCATION

FALL DEPARTMENT HEAD REPORT-REPORTING BOOKLET 2.0

to the

DIVISION OF OCCUPATIONAL EDUCATION (Fiscal Year Ending June 30, 1975)

for

BUSINESS AND OFFICE OCCUPATIONS

U S OEPARTMENT OF HEALTH. EDUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRO-DUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGIN-ATING IT POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRE-SENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

Before filing said statement, the superintendent shall submit it to the chairman of the school committee, who shall countersign it on oath, if, after examination, he finds it correct.

(General Laws Relating to Education 1970: Chapter 72, Sec. 2A, Item 4, and Sec. 3, Item 2)

I hereby certify that all the statements contained in this report are true to the best of my knowledge and belief, and that this is a true statement, made under the penalties of perjury.



THE COMMONWEALTH OF MASSACHUSETTS

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•			
(Date)			Superintendent of Schools
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(Date)		9 _	Chairman of School Committe
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Table 2:1- Enrollment in Final Grade by Student Group & Terminal Objectives (TERMOB)

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Table 2.1 (Cont¹d) Enrollment in Final Grade by Student Group

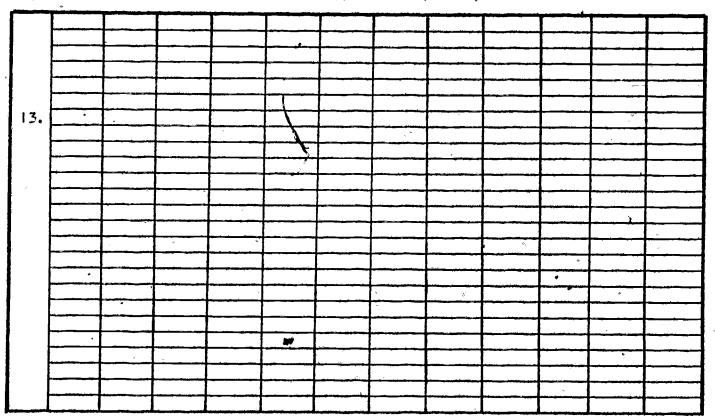
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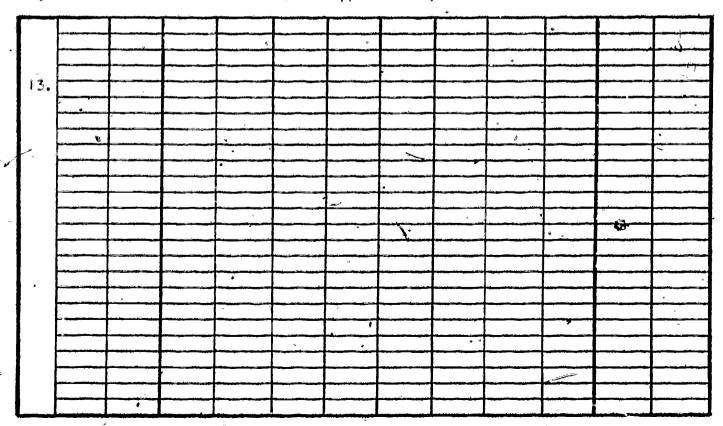
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Table 2.11 Enrollment in Lower Grades by Student Group (Cont'd)

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-	Grade		ý			
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2.	Student Group Name	211	212	213		217
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12.	2. Enrollment				٠	
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	Grade								
2.	Student Group Name	216		217		218 8		-	219
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m	USOE Code(s)								
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6.		- 8		-	,	•			
7.	Program Length (Years)	rs) < ! 2 3	4	€ 1 2	.4	<1 1, 2	3 4		2 3 4
χ	Cooperative	Yes	No	Yes .	No	Yes	No	Yes	No No
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12.	Enrol Iment	23.	٠	~	¢				*
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MI soe Number œ Table 2.2 Utilization of Student Class Time: Final Grade reas ton

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Table 2.2 Utilization of Student Class Time: Final Grade

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Table 2.2 Utilization of Student Class Time (Cont'd): Final Grade

Table 2.2 Utilization of Student Class Time (Cont'd): Final Grade

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	Additional Notes Necessary to Explain		ç	·					-
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25 MIsoe Number 207 ω Table 2.21 Utilization of Student Class Time: Lower Grade • 8 202 685 E O

Table 2.21 Utilization of Student Class Time: Lower Grade

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<u>L</u>	-	Student Group Number	201	202	203	204	205	206	207
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Table 2.21 (Cont'd) Utilization of Student Class Time: Lower Grade

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19	217		•		,		,			٠	3	٠	-1
18	216	•							ti.				-
17	215	<u></u>					No.						
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15	213	÷	٠		٤٠,								
14	212	-		-			-						** ·
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Lower Grade Table 2.2% (Cont'd) Utilization of Student Class Time:

	21	5	4	5	16	17	− <u>∞</u>	6
L	Student Group Number	211	212	213	214	215	216	217
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14-	11SOF Code(s)	1				-		
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	Additional Notes Necessary to Explain Lines 4 through 10				, , ,			
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Table 2.3 Utilization of Departmental Instructional Area by Rooms

Check Applicable Program Schedule .

!. a. [] Weekly b. [] Alternating c. [] Variable	2.	a.[b.[] Semester So] No Semester	chedule Change - Schedule Change
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Room	Day	Mor	ning	Afte	rnoon	Eve	ning
No. or	of the		n12:00N	12:00N-6	:00 p.m:	6:00 p.m. No. of	-li:00 p.m. No. of
Name	Week	No. of Hrs.Used	No. of Stud. Hrs.	Hrs. Used	Stud. Hrs.	Hrs. Used	Stud. Hrs.
IA	Mon. Tues.						
	Wed. Thurs.						
LS C	Fri. Sat.						
TOTALS							3
24	Mon. Tues.						
	Wed. Thurs.						
LS C	Fri. Sat.				<u> </u>		
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**	Wed. Thurs.						
LS C	Fri. Sat.			.,			
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' 4A	Mon. Tues.						
	Wed. Thurs. Fri.			9			
LS C	Sat.						
TOTALS		.e					
IC 5A	Mon. Tues.						

- Room	Day	Мо	rning	Afte	rnoon	Eve	ning
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	•	No. of	No. of	No. of	No. of	No. of Hrs. Used	No. of
Name	Week	Hrs.Used	Stud. Hrs.	Hrs. Used	Stud. Hrs.	nrs. Used	Sidu. III 3.
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Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Rooms

Check Applicable Program Schedule

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	c.[]Variable			•

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١	No. or	of the	₹ 7:00 a.i	m12:00N	12:00N-6	:00 p.m.	6:00 p.m.	-11:00 p.m.		
	Name	Week	No. of Hrs.Used	No. of . Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No.₂of Hrs. Used	No. of Stud. Hrs.		
	I B	Mon.					•			
I		Tues. Wed.				,		,		
ı	þ	Thurs.								
l	LS C	Fri. Sat.	**							
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	•	Tues. Wed.			<u> </u>	•				
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LS C	Frl. Sat.	-					
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Table 2.3 (Cent'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

	a. [] Weekty	2:	a. [] Semester Schedule Change
9	b. [] Alternating		♭. □] No Semester Schedule Change
ù	c.[] Variable	,	"

			<u> </u>					
			WEEK	LY OR SCHED	ULE A			
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Name	Week	No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of
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Table 2.3 (Contid) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

f.	a. [] Weekly b. [] Alternating c. [] Variable	2. a. [] Semester Schedule Change b. [] No Semester Schedule Change
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WEEKLY OR SCHEDULE B									
!6	16 17 18			. 19		20			
Room	Day	Morning		* Aft	ernoon	Evening			
No. or	of the	7:00 a.m12:00N		12:00N-	6:00°p.m.	6:00 p.m.	-11:00 p.m.		
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WEEKLY OR SCHEDULE B

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Name	Week	No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	Stud. Hrs.
бВ	Mon.		- N - N - N - N - N - N - N - N - N - N				
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Table 2.3 (Contid) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

ţ.	a. [] Weekly	2. a. [] Semester Schedule Change b. [] No Semester Schedule Change
	b. [] Alternating	b. [] No Semester Schedule Change
	c. [] Variable	

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			WEEK	LY OR SCHED	ULE A "		* 5			
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Room	Day	Mo	rning	Aft	ernoon	Evening				
No. or	of the	7:00 a.		12:00N-	5:00 p.m.	5:00 p.m.	-11:00 p.m.			
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Room	Day	Morning		Aft	Afternoon		ning
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Name	Week	Hrs. Used	Stud. Hrs.	Hrs. Used	Stud. Hrs.	Hrs. Used	Stud. Hrs.
	Mon.						
114	Tues.	*			٠		
	Wed. Thurs.			<u> </u>			
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. Table 2.3 (comera) Etlification of Depairmental Instructional Area by Room

Check Applicable Program Schedule

c. [] Variable	l.°	a. [] Weekly b. [] Alternating c. [] Variable	2. a. [] Semester Schedule Change b. [] No Semester Schedule Chan
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25	27	7	28		29	30)
Room	Day	Мо	rning	Aft	ernoon	Eve	en Ing
No. or	of the	7:00 a. • No. of	m12:00N No. of	12:00N-	5:00 p.m.	6:00 p.m.	-11:00 p.m.
Name	Week		Stud. Hrs.		No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
u ខេ	Mon.					ن	٠
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	∏nurs. Frl.						
_S C	Sat.						
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138	Mon.			!	0		
	Tues. Wed.			4		/	
	Thurs.						
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TOTALS					X-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	5	
148	Mon.						•
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	Thurs.				, \		<u>.</u>
LS C	Sat.				V - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		
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ull Text Provided by ERIC	Mon.	***					

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WEEKLY	0R	SCHEDULE B

26	27		28	ė .	29	30)
Room	Day	Morning		Afternoon		E ve n Ing	
No. or	of the	7:00 a.	m12:00N	-12:00N-	5:00 p.m.	6:00 p.m11:00 p.m.	
Name	Week	No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
HB	Mon.	-	¥				
	Tues.						
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_ S _©	Sar.			*			
TOTALS				0	0		
12B	Mon.	د.					
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	Thurs.				****		
100	tri.		^				
LS C	Sat.				<u> </u>		
TOTALS					· · · · · · · · · · · · · · · · · · ·	Ų	
! 38	Mon.			,			
1.	Tues.	*					
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LS C	Sat.						
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LS C	Sat.						
TOTALS			. ·			٠	
		التنبيب					

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Table 2.3 Utilization of Departmental Instructional Area By Room

Check Applicable Program Schedule

-	1. a. b. c.	[]Wee	kly ernating lable	2. a. [] Semester Schedule Change b. [] No Semester Schedule Change						
			WEEKL	Y OR SCHEDUL	E A					
31	32	3	33	3	4	35				
Room	Day -	. Мо	rning	Afte	ernoon	Eve	ning			
No.or	of the	7:00 a. No. of	m12:00N No. of	12:00N-0	5:00 p.m. No. of	6:00 P.M. No. of	-11:00 p.m. No. of			
Name	Week		Stud. Hrs.		Stud. Hrs.	Hrs. Used				
16A	Mon.	4								
	Tues. Wed. Thurs.		1		3	•				
LS C	Fri. Sat.									
TOTALS		e				المجريد المستواد				
1 <i>7</i> A	Mon. Tues. Wed. Thurs.			e .						
LS C	Fri. Sat.									
TOTALS	-				<u> </u>					
18A	Mon. Tues. Wed. Thurs. Fri.			•						
LS C	Sat.									
TOTALS										
19A	Mon. Tues. Wed.									
ERIC Trull fact Provided by ERIC	Thurs. Fri. Sat.									
I	1.		Lader to Alexandr March and Artist States	A	. In the same and	Large Contraction of the Contrac	I transcriptive service and project of the server			

b. [] Alternating c. [] Variable b. [No Semester Schedule Change WEEKLY OR SCHEDULE A 35 32 33 31 Evening Day Afternoon Morning Room 6:00 P.M.-11:00 p.m.
No. of No. of 12:00N-6:00 p.m. 7:00 a.m.-12:00N of the No.or No. of No. of No. of No. of Stud. Hrs. Hrs. Used Stud. Hrs. Hrs. Used Hrs.Used Stud. Hrs. Week Name 164 Mon. Tues. Wed. Thurs. Fri. Sat. LS C TOTALS 17A Mon. Tues. Wed. Thurs. Fri. Sat. LS C TOTALS 184 Mon. Tues. Wed. Thurs. Fri. LS C Sat.

IC.

TOTALS

194

LS C

TOTALS

20A

LS C

TOTALS

Mon. Tues. Wed. Thurs.

Sat.

Mon. Tues. Wed. Thurs. Frl.

Sat.

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Table 2.3 (Conr Willisation of Departmental Instructional Area by Poom

Check Applicaboe Program Schedule

	y f		•
١.	ă. [] Weekly b. [] Alternating	2.	a. [] Semester Schedule Change
	b. [] Alternating		b. [] No Semester Schedule Change
	c. [] Varlable		a'

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٠.	4	,	WEEK	LY OR SCHED	JLE B	٠	
36	37	38	,	39		40	,
Room	Day	Мо	rning .	Afte	ernoon	Eve	ning j
No.or	of the		m12:00N	12:00N-0	5:00 p.m. No. of	6:00 p.m. No. of	-11:00 p.m. No. of
Name	Week	No. of Hrs.Used	No. of Stud. Hrs	Hrs. Used	Stud. Hrs.		Stud. Hrs.
16B.,	Mon. Tues. Wed. Thurs.						
LS C	Sa†.						
TOTALS		۰					
178	Mon. Tues. Wed. Thurs.				· i		
LS C	Fri. Sat.		s				
TOTALS							
188	Mon. Tues. Wed. Thurs. Fri.						
LS C	Sat.	 	*				
TOTALS	*						v .
198	Mon. Tues. Wed. Thurs. Fri.						
LS C	Sat.						
TOTALS							
20B	Mon .						

36	37	38	· · · · · · · · · · · · · · · · · · ·	39		40	
Room	Day	Morning		Afte	Afternoon		ning
No.or	of the	7:00 a.	m12:00N		12:00N-6:00 p.m.		-11:00 p.m.
Name	Week	No. of	No. of Stud. Hrs	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
		jit 5.05ed	Sidd. III S	111 3. 0360	0.44. 77. 5.		
16B	Mon. Tues.		· · · · · · · · · · · · · · · · · · ·			9 .e	
	Wed.						
	Thurs.					· · · · · · · · · · · · · · · · · · ·	
LS C	Sat.						
TOTALS		<i>></i>			1		
17B	Non-		*				
1 /15	Mon. Tues.		•				ν
	Wed. Thurs.					1	
	Fri.						
LS C	Sat.						
TOTALS			gt •				
188	Mon.	•				2	A Section of the sect
,	Tues. Wed.						
	Thurs.						
LS C	Fri. Sat.						
i	301.	-	•			 	
TOTALS							
198	Mon.		· · · · · · · · · · · · · · · · · · ·			• · · · · · · · · · · · · · · · · · · ·	
1	Tues. Wed.				,		
	Thurs.						
LSC	Fri. Sat.	-		ļ			
TOTALS							
20B	Mon. Tues.	 					
,	Wed.						
	Thurs.	-					
LS C	Sat.		*				
TOTALS							

REPORTING TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)

TABLE T-1 - INSTRUCTIONAL DIVISION AND UNIT OUTLINE

BUSINESS AND OFFICE OCCUPATIONS

DOES THIS OUTLINE CONTAIN ALL OF THE INSTRUCTIONAL CONTENT OF YOUR PROGRAM? YES_____NO____

PROG	RAM? YES	_ NO	
CODE	DIVISION	CODE	UNIT
01	TYPEWRITING	01	INTRODUCTION TO THE TYPEWRITER
0.1	TIPENKLIING	02	DEVELOPMENT OF BASIC TECHNIQUES
	*** **	03	DEVELOPMENT OF KEYBOARD CONTROL
	e e e e e e e e e e e e e e e e e e e	04	CONTROL OF OPERATIVE PARTS OF THE
		~	MACHINE
		05	MACHINE MAINTENANCE
ě.		06	TABULATION
		07	TYPING A ROUGH DRAFT
	e e	08	TYPING FROM A ROUGH DRAFT
		09	OUTLINE
	•	10	BUSINESS REPORT
	·Y	11	BUSINESS LETTERS
		12	LETTER OF APPLICATION
		13	TABLES
		14	TYPING FOR DUPLICATION
	ů.	15	DEVELOPMENT OF SPEED AND ACCURACY
		, 16	DEVELOPMENT OF PROOFREADING SKILL
		(- 17	ALIGNING, SQUEEZING AND SPREADING
		18	CORRECT ERASING TECHNIQUES
		19	REFINEMENT OF KEY-STROKING TECHNIQUE
	et .	20	MASTERY OF ALL CONTROL MECHANISMS
4	٠		OF THE TYPEWRITER
		21	ROUTINE CARD OF THE TYPEWRITER,
	φ. *		INCLUDING MACHINE CLEANING
	*		AND RIBBON CHANGING
•	•	22	DRILLS FOR SPEED BUILDING AND
			DEVELOPMENT OF ACCURACY
)	23	TIMED WRITINGS
	ų.	24	PROOFREADING
		25	TYPING FROM ROUGH DRAFTS
		26	Manuscripts
	,	27	LETTERS
		28	TABULATION
		29	POSTAL CARDS, INDEX CARDS, LABELS
		30	ENVELOPES
	•	31	PRINTED BUSINESS FORMS
		32	SNAP-OUT FORMS
		33	USE OF ODD SIZES OF LETTERHEADS
	5 .	34	CARBON COPIES, INCLUDING ONIONSKIN
	÷	35	PUNCTUATION, CAPITALIZATION, WORD
			DIVISION, EXPRESSION OF NUMBERS
	•	36	DICTATION AT THE TYPEWRITER
	₩ ₩ ₩	37	LEGAL TYPING
		38	COMPOSITION AT THE TYPEWRITER
	٠ ,	. 39⁴	CORRECTION TECHNIQUES
02	GENERAL	01	WHAT BUSINESS DOES FOR YOU
	BUSINESS	02	BUSINESS AND OUR ECONOMIC SYSTEM
		03	THE LAW IN THE BUSINESS WORLD
\mathbf{C}	•	04	MONEY AND BANKING
d by ERIC	e _j ^N	05	INVESTMENT OPPORTUNITIES
	*	06	DTAKNTNO AND CDENDTNO TNOOM

	N			MACHINE
		05		MACHINE MAINTENANCE
۵		06		TABULATION
•	· · · · · · · · · · · · · · · · · · ·	07		TYPING A ROUGH DRAFT
•		08		TYPING FROM A ROUGH DRAFT
	4	09		OUTLINE
		10		BUSINESS REPORT
		11		BUSINESS LETTERS
•		12		LETTER OF APPLICATION
		13		TABLES
		14		TYPING FOR DUPLICATION
		15		DEVELOPMENT OF SPEED AND ACCURACY
		16		DEVELOPMENT OF PROOFREADING SKILL
٠		17		ALIGNING, SQUEEZING AND SPREADING
	•	18		CORRECT ERASING TECHNIQUES
		19		REFINEMENT OF KEY-STROKING TECHNIQUE
		20		MASTERY OF ALL CONTROL MECHANISMS OF THE TYPEWRITER
	-	21		ROUTINE CARD OF THE TYPEWRITER,
	185			INCLUDING MACHINE CLEANING
			4	AND RIBBON CHANGING
	a i	າລໍ		DRILLS FOR SPEED BUILDING AND
	n/	22		
				DEVELOPMENT OF ACCURACY
		23		TIMED WRITINGS
		24		PROOFREADING
		25		TYPING FROM ROUGH DRAFTS
		26		Manuscripts &
		27	w.	LETTERS
	S.	28.	- 1	TABULATION
				POSTAL CARDS, INDEX CARDS, LABELS
		29		
		30		ENVELOPES
*		31		PRINTED BUSINESS FORMS
	•	32		SNAP-OUT FORMS
		33		USE OF ODD SIZES OF LETTERHEADS
		34		CARBON COPIES, INCLUDING ONIONSKIN
		35		PUNCTUATION, CAPITALIZATION, WORD DIVISION, EXPRESSION OF NUMBERS
		36		DICTATION AT THE TYPEWRITER
	-	37		LEGAL TYPING
		38		COMPOSITION .AT THE TYPEWRITER
		39		CORRECTION TECHNIQUES
•				
02	GENERAL	01		WHAT BUSINESS DOES FOR YOU
	BUSINESS	02		BUSINESS AND OUR ECONOMIC SYSTEM
		03		THE LAW IN THE BUSINESS WORLD
		04		MONEY AND BANKING
		05		INVESTMENT OPPORTUNITIES
		06		PLANNING AND SPENDING INCOME
		07	•	YOU AS A CONSUMER
	•	80		EFFECTIVE USE OF CREDIT
,		09		PROTECTION FOR THE CONSUMER
i,	•	10		COMMUNICATING AND USING TRANSPORTATION SERVICES
	c.	11	,	YOU AS A CITIZEN
		12		SHARING ECONOMIC RISKS
	,	13		THE BUSINESS OF GOVERNMENT
				TIM PARTIMER AT MAANIMITE
			AL	m A

MACHINE

T-2

TABLE T-1 (CONT.) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE
BUSINESS AND OFFICE OCCUPATIONS

CODE	DIVISION	CODE	•	UNIT
CODE	DIVIDION	CODE	 	
02	GENERAL	14	*	LABOR AND AMERICAN BUSINESS
	BUSINESS	15		PLANNING TO EARN A LIVING
	(CONT.)	16		BUSINESS ETHICS
		17		PERSONAL BANKING
		18		PLANNING AND SPENDING PERSONAL INCOME
•		19		CONSUMERISM
		20		COMMUNICATIONS SYSTEM
		21		TRANSPORTATIONS SYSTEM
		22		INSURANCE
6		22	- ,	
03	BUSINESS			•
,	MATHEMATICS	01		FUNDAMENTALS
	•	02		COMPUTING INTEREST
		0.3		RECONCILING BANK BALANCES
		04		TAKING CASH AND TRADE DISCOUNTS
		05	•	DETERMINING SELLING PRICES
	¢ v	06		DETERMINING COMMISSIONS
	(°	07		DETERMINING BANK DISCOUNT
¥.		08		COMPUTING SOCIAL SECURITY TAXES
			6	PREPARING PAYROLLS
		09	*	COMPUTING COST OF PROPERTY INSURANCE
		10		COMPUTING COST OF PROPERTY INDUCATION
		11		DISTRIBUTING PARTNERSHIP PROFITS
	# The state of the	12		COMPUTING DEPRECIATION
	~	13		FINANCING
		14		INVESTMENTS
		15		PROPERTY TAXES
	-	16		READING GRAPHS AND TABLES
*	٠	17		ADDITION SKILLS
		18		SUBTRACTION SKILLS
		19		MULTIPLICATION SKILLS
		20		DIVISION SKILLS
		21	. The same of the	FRACTIONS
•		22	g de la companya della companya della companya de la companya della companya dell	PERCENTAGES
		23	610	INVOICES
			,	
		24		DISCOUNTS
	· · · · · · · · · · · · · · · · · · ·	25		INTEREST
	<u>,</u>	26	_	WAGES AND PAYROLL
	•	27	3	DEPRECIATION
		•		0.
04	RECORDKEEPING	01.		INTRODUCTION TO RECORDS
		02		PROCESSING CASH RECEIPTS
		03	_	PROCESSING CHECKS & BANK STATEMENTS
		04 ;		PROCESSING SALES ON ACCOUNT
	-	05		USING PURCHASE RECORDS
e .		06		PROCESSING WHOLESALE BUSINESS RECORDS
		07		PROCESSING PAYROLL RECORDS
	-	08	*	REPORTING INCOME FOR TAX PURPOSES
		09		REPORTING INCOME, COST AND EXPENSE
	•	0.5	•	TO MANAGEMENT
0	4.	<u>.</u>		
IC.	CLERICAL	01	٥	FILING
ALC.	OFFICE	02		CALCULATING MACHINES
Provided by ERIC	PRACTICES	03		TYPEWRITER

- Alexander Marie	ine, godinned gygdosta men i norda mindredendelektrisk for til men å complemente det fot bæd (me	21	TRANSPORTATIONS SYSTEM
		22	INSURANCE
		•	
03	BUSINESS	ف	
	MATHEMATICS	01	FUNDAMENTALS
		02	COMPUTING INTEREST
		03 •	RECONCILING BANK BALANCES
		04	TAKING CASH AND TRADE DISCOUNTS
		05 °	DETERMINING SELLING PRICES
J		06	DETERMINING COMMISSIONS
		07	DETERMINING BANK DISCOUNT
		80	COMPUTING SOCIAL SECURITY TAXES
		09	PREPARING PAYROLLS
	*	10	COMPUTING COST OF PROPERTY INSURANCE
		11	DISTRIBUTING PARTNERSHIP PROFITS
		12	COMPUTING DEPRECIATION
•		13	FINANCING
		14	INVESTMENTS
		1:5	PROPERTY TAXES
		16	READING GRAPHS AND TABLES
	•	· 17	ADDITION SKILLS
c	~	18	SUBTRACTION SKILLS
	•	19	MULTIPLICATION SKILLS
9	•	20 ້	DIVISION SKILLS
Ü ,	•	21	FRACTIONS
. *.	.	22	PERCENTAGES
		23	INVOICES .
		24	DISCOUNTS
		25	INTEREST
	J	26 '	WAGES AND PAYROLL
		27	DEPRECIATION *
			DEFRECIALION
0.4	RECORDKEEPING	01	INTRODUCTION TO RECORDS
04	RECORDREEPING	02	PROCESSING CASH RECEIPTS
	ı		PROCESSING CHECKS & BANK STATEMENTS
		03	
	•	04	PROCESSING SALES ON ACCOUNT
	6	05	USING PURCHASE RECORDS
	1 >	06	PROCESSING WHOLESALE BUSINESS RECORDS
		07	PROCESSING PAYROLL RECORDS
		08	REPORTING INCOME FOR TAX PURPOSES
		09	REPORTING INCOME, COST AND EXPENSE
	•	·	TO MANAGEMENT
2-			,
05°,	CLERICAL	01	FILING
	OFFICE	02 .	CALCULATING MACHINES
r	PRACTICES	03	TYPEWRITER
		04	DUPLICATING MACHINES
		05	OTHER OFFICE MACHINES
-		06	RECORDKEEPING
		07	BUSINESS FORMS
	L_{ij}	08	DATA PROCESSING
		09	OFFICE COMMUNICATIONS SYSTEMS
	•		
06	OFFICE	01 &	DESK CALCULATORS
00	MACHINES	01 & 02 .	DUPLICATING MACHINES
	MACUTHES	03	TYPEWRITERS
		U 3	TIERNITIENS

TABLE T-1 (CONT.) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE
BUSINESS AND OFFICE OCCUPATIONS

CODE	DIVISION	CODE	UNIT
06	OFFICE	04	RELATED MACHINES (COLLATOR, STAPLES,
*	MACHINES		FOLDER, ETC.)
	(CONT.)	05	TRANSCRIBING MACHINES
	,	06	BOOKKEEPING MACHINES
	•		ľ
07	SHORTHAND	, 01.	SHORTHAND THEORY
•		02	ABBREVIATING PRINCIPLES
	•	03	READING
		04	WRITING
		05	REVIEW AND DRILL
	*	06	DEVELOPMENT OF SHORTHAND VOCABULARY
		07	SPEEDBUILDING
		. 08	OFFICE-STYLE DICTATION
		09	MECHANICS OF WRITTEN ENGLISH
	· •	10 *	DICTATION AND TRANSCRIPTION
		11	TYPING
		12	ENGLISH
	•	13	PRACTICAL APPLICATION OF TRANSCRIPTION TECHNIQUES
		14	SPECIAL TRANSCRIPTION PROBLEMS
7	•	15	PERSONAL DEVELOPMENT
08	BOOKKEEPING	01	STARTING A BOOKKEEPING SYSTEM
00	DOORNEELFING	02	THE BOOKKEEPING CYCLE (SIMPLEST FORM)
			THE BOOKKEEPING CYCLE (ADVANCED FORM)
		.03	
	\sim	04	AUTOMATION
~/)		THE TO A CHONDWANUS
0	SECRETARIAL	01	WHAT IS A SECRETARY?
	OFFICE	02	BUSINESS BEHAVIOR
	PRACTICE	03	PERSONALITY
		04	WORK ORGANIZATION
		05	DICTATION AND TRANSCRIPTION
	o		TECHNIQUES
		06	THE MAILABLE LETTER
		07	EDITING
		08	COMPOSITION OF LETTERS
		09	SECRETARIAL TYPEWRITING
		10	COMMUNICATION
			FINANCIAL RECORDS
		11	
	e.	12	TRAVEL AND TRANSPORTATION
		13	BUSINESS FILING AND RECORDS CONTROL
		14	INFORMATION - SOURCE AND USE
		15	OFFICE MACHINES
,	b	16	AUTOMATION IN TODAY'S BUSINESS
	s _i	17^	OCCUPATIONAL INFORMATION
10	BUSINESS	01	LISTENING SKILLS
1 0	ENGLISH AND	02 .	SPEAKING SKILLS
	COMMUNICATION	03	READING SKILLS
	~ COMMONTOWITON	04	GRAMMAR
	,	05	WORD SKILLS
			FORM AND COMPOSITION
	- W	06	FORM AND COMPOSITION

BUSINESS LITERATURE

- Charles of Second States	ngi kemudat yangan milangian salaman ing menganipagai atau penanga intila dilah ngi atau pagai hasi dalah sacis at accom			to the standard of the standar
	٠ • • · · · · · · · · · · · · · · · · ·	05	F	REVIEW AND DRILL
	J	06		DEVELOPMENT OF SHORTHAND VOCABULARY
		07		SPEEDBUILDING
		80		OFFICE-STYLE DICTATION .
		09		MECHANICS OF WRITTEN ENGLISH
	•	10	I	DICTATION AND TRANSCRIPTION
- /		11	7	TYPING
		12	1	english
٠	19	13	1	PRACTICAL APPLICATION OF TRANSCRIPTION
€.	₹,		•	TECHNIQUES
		14	9	SPECIAL TRANSCRIPTION PROBLEMS
		15		PERSONAL DEVELOPMENT
,		40		
o'o	DOCKEEDING	01	9	STARTING A BOOKKEEPING SYSTEM
0,8	BOOKKEEPING	02		THE BOOKKEEPING CYCLE (SIMPLEST FORM)
*				THE BOOKKEEPING CYCLE (ADVANCED FORM)
	,	03		
		04	4	AUTOMATION
				CVCAMBOORD A CHOOLENSO
09	SECRETARIAL	01		WHAT IS A SECRETARY?
	OFFICE	02		BUSINESS BEHAVIOR
<u>.</u> -	PRACTICE	03		PERSONALITY
	٠	04		WORK ORGANIZATION
	•	05	1	DICTATION AND TRANSCRIPTION TECHNIQUES
		06		THE MAILABLE LETTER
		07		EDITING
1 -		08		COMPOSITION OF LETTERS
	3	09		SECRETARIAL TYPEWRITING
	LE 1			COMMUNICATION
		10		
		11		FINANCIAL RECORDS
		12		TRAVEL AND TRANSPORTATION
		13		BUSINESS FILING AND RECORDS CONTROL
	•*	14		INFORMATION - SOURCE AND USE
		15		OFFICE MACHINES
~		16		AUTOMATION IN TODAY'S BUSINESS
		17		OCCUPATIONAL INFORMATION
10	BUSINESS	01		LISTENING SKILLS
70	ENGLISH AND	. 02		SPEAKING SKILLS
	COMMUNICATION	03		READING SKILLS
4	COMMONICATION	04		GRAMMAR
	υ	05		WORD SKILLS
	•	05 06		FORM AND COMPOSITION
0	-	07		BUSINESS LITERATURE
i.	÷	.08	.	SOURCES OF BUSINESS INFORMATION
11	ACCOUNTING	01		THE ACCOUNTING EQUATION
***		02		ASSETS-DEFINITION AND CLASSIFICATION
		03		LIABILITIES
		04		OWNER'S EQUITY
		05		ACCOUNTING
		06		THE BALANCE SHEET
		07		THE INCOME STATEMENT
	·	. 08		THE T-ACCOUNT
	.			
		09		DEBITS AND CREDITS

T-4

TABLE T-1 (CONT.) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE
BUSINESS AND OFFICE OCCUPATIONS

CODE	DIVISION	CODE	UNIT	<u> </u>
	* CCOUNTING	10 °	THE GENERAL JOURNAL	
- 11	ACCOUNTING -	11	THE LEDGER	
	(CONT.)	12	SPECIAL JOURNALS	ý.
			INVENTORIES-MERCHANDISING	
j.		13 %	INVENTORIES-MANUFACTURING	
		14	RATES ANALYSIS	•
		15		
		16	FIXED ASSETS-DEPRECIATION	
**	,	17	COST ACCOUNTING CONCEPTS	4
	e e e e e e e e e e e e e e e e e e e	18	STANDARD COSTS	
"		19	BAD DEBTS	
		20	STOCK	
) 12	ECONOMICS	01	SUPPLY CURVE	
,	, ,	~ 02	DEMAND CURVE	ů.
		03	MARKET EQUILIBRIUM	
a a	•	04	NATIONAL INCOME ACCOUNTING	
		05	PURE COMPETITION	
		06	MONOPOLY	*
		07	OLIGOPOLY	•
	•	08	ELASTICITY (DEMAND)	4
		09	ELASTICITY (INCOME)	
		10	CROSS ELASTICITY	7. 2
	•	.11	FEDERAL RESERVE SYSTEM	The first
	• ·	12	CIRCULAR FLOW OF INCOME	
•			DEFINITIONS	[uz]
•		13	STATISTICAL ANALYSIS	• .
		14		-21
	N. Comments	15	INTERNATIONAL TRADE	
13	BUSINESS LAW	01	SOURCES OF LAWS	. (
		02	COURTS	🎘 a
•		03 °	THE LAWSUIT	100
		04	TORTS	1
	·	05	FELONIES	. Fa
,	-	06	MISDEMEANORS	/ v
		07	CONTRACTS	/ T
		08	AGREEMENT	A Line of the second
		09	REALITY OF CONSENT	V V
# "	' 4	10	COMPETENT PARTIES	
t .		11	CONSIDERATION	
		12	ASSIGNABILITY	
		13	DISCHARGE OF CONTRACTS	● 0
		14	BAILMENTS	4
		15	UNIFORM COMMERCIAL CODE	
	v	16	NEGOTIABLE INSTRUMENTS	·
		17	AGENCY	•
· ·	٠		· Addition	
14	BUSINESS MATH	01	BASIC SKILLS	
## ##		02	OFFICE WORK	
		03	DISTRIBUTION	æ
() e	ADVANCED	01	EXECUTIVE TYPEWRITER	v
ERIC	OFFICE	02	THERMOFAX	
Full Text Provided by ERIC	MACHINES	. 03	MAGNETIC CARD TYPEWRITER	
· · · · · · · · · · · · · · · · · · ·	PACRETALIS	· · · · · · · · · · · · · · · · · · ·	and the state of t	والمتراجع

·		16 17 18 19 20	FIXED ASSETS-DEPRECIATION COST ACCOUNTING CONCEPTS STANDARD COSTS BAD DEBTS STOCK
12	ECONOMICS	01 02 03 04 05 06	SUPPLY CURVE DEMAND CURVE MARKET EQUILIBRIUM NATIONAL INCOME ACCOUNTING PURE COMPETITION MONOPOLY
سي	e en	07 08 09 10	OLIGOPOLY ELASTICITY (DEMAND) ELASTICITY (INCOME) CROSS ELASTICITY
t ₂		11 12 13 14 15	FEDERAL RESERVE SYSTEM CIRCULAR FLOW OF INCOME DEFINITIONS STATISTICAL ANALYSIS INTERNATIONAL TRADE
13	BUSINESS LAW	01 02 03 04 05 06 07 08 09 10 11 12 13 14	SOURCES OF LAWS COURTS THE LAWSUIT TORTS FELONIES MISDEMEANORS CONTRACTS AGREEMENT REALITY OF CONSENT COMPETENT PARTIES CONSIDERATION ASSIGNABILITY DISCHARGE OF CONTRACTS BAILMENTS UNIFORM COMMERCIAL CODE
14	BUSINESS MATH	16 17 01 02 03	NEGOTIABLE INSTRUMENTS AGENCY BASIC SKILLS OFFICE WORK DISTRIBUTION
15	ADVANCED OFFICE MACHINES	01 02 03 04 05 06	EXECUTIVE TYPEWRITER THERMOFAX MAGNETIC CARD TYPEWRITER IBM SELECTRIC II IBM CORRECTING TYPEWRITER MANUAL TYPEWRITER 029 KEY PUNCH

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TABLE T-1 (CONT.) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE BUSINESS AND OFFICE OCCUPATIONS

CODE	DIVISION	CODE _	UNIT
		,	CAREERS IN DATA PROCESSING
16	INTRODUCTION	01	
	TO DATA	02	HISTORI
	PROCESSING	03	FUNDAMENTALS OF DATA PROCESSING
		04	THE DATA PROCESSING CARD
17	CARD PUNCHES	01	FUNCTION
	*	02	EXTERNAL FEATURES
	ت د	03	KEYBOARD
٥		04	PROGRAM UNIT
	•	05	MACHINE OPERATION
18	VERIFIERS	01	FUNCTION
.t o	AFUTLTEVO	02	EXTERNAL FEATURES
		03	MACHINE OPERATION
**	•	03	MACHINE OPERATION
19	SORTERS	01	FUNCTION
13	BORTERB	02	SPEEDS
		03	EXTERNAL FEATURES
	· ·	04	OPERATING PRINCIPLES
-		U 11s	OFERRITION FAILURE 200
20	CONTROL PANEL	01	FUNCTION
20	WIRING	02	DIAGRAMMING
21	INTERPRETER	01	FUNCTION
21	THIDITE	02 "	FEATURES
-	*	03	OPERATING PROCEDURES
		04	WIRING TECHNIQUES
		V-3	HTITLE TWOILING AND
22	REPRODUCING	01	FUNCTIONS
~~	PUNCH	02	FEATURES
	2 011 011	03	OPERATING PROCEDURES
e e		04	WIRING TECHNIQUES
22	COLLATORS	01	FUNCTION .
23	CODUATORS	02	FEATURES
		03	OPERATING PROCEDURES
		03	WIRING TECHNIQUES
	,	U4	MIKING INCHAINGOND
24	ACCOUNTING $^{^o}$	01	FUNCTIONS
	MACHINES	02	FEATURES
* :		03	OPERATING PROCEDURES
	•	04	WIRING TECHNIQUES
25	INTRODUCTION		
45	TO COMPUTERS		
,	*	4	N .
26	SYSTEMS APPRO		
.0	TO PROCESSING	DATA	· · · · · · · · · · · · · · · · · · ·
,	*		

TABLE T-1A - ADDITIONAL INSTRUCTIONAL DIVISION AND UNIT OUTLINE

CODE DIVISION

CODE

UNIT

TABLE T-2 - TERMOB DIVISION AND UNIT OUTLINE

BUSINESS AND OFFICE OCCUPATIONS

DOES THIS OUTLINE CONTAIN ALL TOPICS IN WHICH GRADUATES ACQUIRE JOB-ENTRY SKILLS? YES NO

		.~		à
CODE	DIVISION	CODE	UNIT	· ·
01	TYPEWRITING	0 <u>1</u>	SPEED AND ACCURACY	,
0.7	TIPEMETITIES	02	DICTATION AT TYPEWRITER	`#
	~	03	COMPOSITION AT TYPEWRITER	•
		04	BUSINESS FORMS	
	•	05	LEGAL DOCUMENTS	
		06	PROOFREADING	
		- 07	CARE AND MAINTENANCE	
	•	01	Curin una manana	
02	OFFICE MACHINES	01:	DUPLICATING	ang ang siyatitati sanatita san
•		02	CALCULATING	
	· .	03	TRANSCRIBING	
	•	04	BOOKKEEPING	
03	OFFICE PRACTICE	01	COMMUNICATION	4
-	AND PROCEDURE	02	PUBLIC CONTACT	
4		. 03	' MAIL	
•	*	04	CASHIERING	
04	STENOGRAPHY	° 01	DICTATION	
	91mooran iir	02	TRANSCRIPTION	
)		01	PREPARATION	
05	RECORDKEEPING	02	POSTING	
			FILING	
		03		
		04	MONEY HANDLING	
06	BOOKKEEPING AND	01	JOURNALIZING	
	ACCOUNTING	02	POSTING	•
10-0	-	03	TRIAL BALANCE	
<i>'</i> -	,	04	WORKSHEET PREPARATION	
	ţ	05	FINANCIAL STATEMENTS	
•		06	CLOSING ENTRIES	
. *		07	RULING AND BALANCING	i
		08	ADJUSTING ENTRIES	. 1
		. 09	POST CLOSING TRIAL BALANCE	
07	DATA PROCESSING	01	PREPARATION	م الم
Ų I	DAIN PROCEEDING	02	COMPILATION	eg
• '		03	PUNCH CARD PROCESSING	
		04	COMPUTER OPERATIONS	
	- 	V-3	1 Control of Mark Control of Control	

TABLE T-2-A - ADDITIONAL TERMOB DIVISION AND UNIT OUTLINE

CODE DIVISION

CODE

UNIT

TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)
and
REPORTING FORMS

MISOE	NO.	 					
PROGR	AM _	BUSINES:	S AND OFFICE	DIVISION	01	TYPEWRITIN	G
,	-	 		UNIT	01	SPEED AND	ACCURACY
	•		• .*.	TERMOB NO		20-001	<i>y</i>
	*					•	ů.
			-	-			
1.00	CON	NDITION					
	()	1.01	BASIC OFFICE SUPPLIES HANDWRITTEN BUSINESS BE 1 PAGE LONG			WHEN TYPED,	WILL
2 00	TO TO I	RFORMANC		•			
2.00	PE	RE ORGANC.	tek traditioners de det misse tribes en met trade en retrat bede verkritting men met determine, verme			ه در چینجی پرد نیس محمد یی در در	e an an interpretation of the second distance
		·					<u> </u>
	(CT)	SEDAT CM	ATEMENT OF PERFORMANCI	e and décil	r.m.T.N/	G OTTTCOME	
	7) 2.01	TYPE A BUSINESS LETTI FORM, EMPLOYING THE	ER FROM HAI	NDWR:	ITTEN COPY,	IN BLOCK
	-	2.02	CONVERT WORK STATION			<u> </u>	
	(2.03			_	٥	÷
	() 2.04) 2.05				СV	
	~ }	2.05				-	
	(2.07			-	٠	
		*	*				
3.00	EX'	PENT	 				
5.00	440 %		_				1
		· · · · · · · · · · · · · · · · · · ·				· . · · · · · · · · · · · · · · · · · ·	
	GE	NERAL ST	ATEMENT OF EXTENT AND	EXTENT OF	RES	ULTING OUTCO	ME
	17	3.01	BLOCK FORM BUSINESS	LETTER IS	TYPE:	D IN MAILABI	E FORM
,		1	TO APPROVAL OF BOARD				
	1	: \	PLETED WITHIN 20 MINI AS SATISFACTORY OR U				UDGED
				•			
	-(3.02	MARGINS AND TABS SET	, MATERIAL	S PO	SITIONED FOR	3
	,) 3.03	EFFICIENCY CENTERED WITH MARGIN	S AND SPACE	ING	CORRECT	•
4) 3.04	MORE THAN 50 WORDS P	ER MINUTE	FOR	TYPING TIME	
٥	(3.05	LESS THAN 5 ERRORS,	CORRECTED			
ń	(3.06					
	(3.07	•	*	٠		
				59			

	MISOE NO.
DIVISION 01	TYPEWRITING
UNIT 01	SPEED AND ACCURACY
TERMOB NO.	20-001
	We have the second of the seco
,	•
e .	*
.=	
	UNIT 01

3.00 EXTENT



MISOE	NO.			٧.		.
PROGR		BUS INES	S AND OFFICE	DIVISION	01	TYPEWRITING
1				UNIT	01	SPEED AND ACCURACY
			-	TERMOB NO	O.	20-002
					.5	ć .
1.00	COND	ITION			•	
	()		BASIC OFFICE SUPPLI			,
	()	1.02	HANDWRITTEN BUSINES BE ONE AND ONE HALF		ICH,	WHEN TYPED, WILL
	()	1.03			ACH	
•				A co		
2.00	PER	ORMANO	E	<u> </u>	. no , Appellor series	a militar is superior is an information of the following many the state of the stat
				y	-	
		<u> </u>				
	GENI	ERAL ST	ATEMENT OF PERFORMAN TYPE A BUSINESS LET			
	` ′	2.01				FOLLOWING OPERATIONS:
	4	2.02	CONVERT WORK STATIO	N FOR TASK		
	Ċ	2.03	TYPE LETTER IN CENT	ER OF PAGE		
	()	2.04				CV.
	()	2.06	•••••	CEPTABLE AC	CURA	
	()	2.07			E	
	()	2.08	TYPE DESTINATION ON	ENVELOPE		
3.00	EXT	ENT				
	-			et entern		
	GENE	ERAT. ST	ATEMENT OF EXTENT AN	D EXTENT OF	RESI	ULTING OUTCOME
		3.01	SIMPLIFIED LETTER F	ORM BUSINES	S LE	TTER, IS TYPED IN
			MAILABLE FORM TO AP. TO BE COMPLETED WIT			· · · · · · · · · · · · · · · · · · ·
			JUDGED AS SATISFACT			
	L-,	3.02	MARGINS AND TABS SE	m Mampotat	<u> </u>	STMTONED POP
(2)	()	J • Uz	EFFICIENCY.	I, MAIERIAN	5 FU.)
	(,)	3.03				
	()	3.04 3.05			ruk !	TIPING TIME
	ĊŚ	3.06	in correct order		-	
	()		PROPERLY SPACED AND			
ŕ	()	3.08	*			
				61		•

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		MISOE NO.	
BUSINESS AND OFFICE FROGRAM OCCUPATIONS	DIVISION 01	TYPEWRITING	
USOE CODE NO(S)	UNIT 01	SPEED AND ACCURACY	
	TERMOB NO.	20-002	
	○ • •	No.	- 1 - 1
1.00 CONDITION	и	*	Α
		and the second	
• •		g - 0	
	ø		~*
2.00 PERFORMANCE	And the second s		**** <u> </u>

3.00 EXTENT



MISOE	NO	·		•		
PROGRI	AM]	BUSINES OCCUPAT	S AND OFFICE	DIVISION	01	TYPEWRITING
	ŭ.		S.1	UNIT	01	SPEED AND ACCURACY
		en en		TERMOB NO	٥.	20-003
			å .	•		e
1.00	COI	NDITION			-	•
v - -	(HEADINGS AND NU	MERIC DATA APPR	OXIM	REPORT WITH COLUMN ATELY ONE PAGE LONG
2.00	PE	RFORMANC	E	3		· ·
				• •		
er e	7 700) 2.01) 2.02) 2.03) 2.04	ATEMENT OF PERFO TYPE A STATISTI EMPLOYING THE F CONVERT WORK ST TYPE REPORT IN TYPE REPORT AT	CAL REPORT FROM OLLOWING OPERAT ATION FOR TASK CENTER OF PAGE	I HAN	DWRITTEN COPY
-	ì	2.05	TYPE LETTER WIT	H ACCEPTABLE AC	CURA	CY
3.00 ,	έX	TENT				
ŭ.	GF (ENERAL ST	BOARD OF EXPERT	ORT IS TYPED NE RATERS. TO BE EACH OPERATION	EATLY COM	TO APPROVAL OF
л 	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	3.04	MARGINS AND TAB EFFICIENCY CENTERED WITH M MORE THAN 50 WO LESS THAN 3 ERR	ARGINS AND SPACE PER MINUTE CORS, CORRECTED	ING FOR	CORRECT
				63		a

		•	ca.	WIROT NO.	
PROGRAI		AND OFFICE	DIVISION 01	TYPEWRITING	
USOE CO	DDE NO(S)		UNIT · 01	SPEED AND, A	CCURACY
د		***	TERMOB NO.	20-003	
					*
1.00	CONDITION	ý.		٠	•
	· (v	•	w - *	ئ
-			•		19
	<i>i</i>	~	<i>پخ</i> ر.		ų.
2.00	PERFORMANCE		·		

3.00 EXTENT



MISOE	NO.	ن د بران بران بران				
PROGR		BUSINES OCCUPAT	S AND OFFICE	DIVISION	01	TYPEWRITING
			<u> </u>	UNIT	01	SPEED AND ACCURACY
		٠	y ,	TERMOB NO	٠.	20-004
	· ,			*	۰ ج	
1.00	CONI	DITION				
> " *	{ }	1.01		OFFICE MEMO V	NHICH	H, WHEN TYPED,
2 00	DED.	FORMANC	.m. •	1		*
2.00	PER	COMMANC	<u></u>			
3.00	GEN () () () () () () EXT	2.01 2.02 2.03 2.04 2.05 2.06 2.07	COPIES EMPLOYING TO CONVERT WORK STATIC ASSEMBLE CARBON PAC TYPE MEMO IN CENTE: TYPE MEMO AT PROFIC TYPE MEMO WITH ACC	FROM HANDWRITHE FOLLOWING ON FOR TASK CK R OF PAGE CIENT SPEED EPTABLE ACCU	TTEN OPEI	COPY WITH 3 CARBON
	GEN	3.01	TO APPROVAL OF BOA PLETED WITHIN 20 M AS SATISFACTORY OR	O IN MAILABLE RD OF EXPERT INUTES WITH I UNSATISFACTO	E FOI RATI EACH ORY.	RM WITH 3 COPIES ERS. TO BE COM- OPERATION JUDGED
	()	3.03 3.04		GINS AND SPA PER MINUTE I , CORRECTED	CING FOR 1	CORRECT TYPING TIME

	y	MISUE NO	
PROGRAM OCCUPATIONS OCCUPATIONS USOE CODE NO(S)	DIVISION 01 UNIT 01	TYPEWRITING SPEED AND AC	CURACY
	TERMOB NO.	20-004	V
1.00 CONDITION			
e e e e e e e e e e e e e e e e e e e	•		· .
		ė.	•
2.00 PERFORMANCE		e	

3.00 EXTENT



MISOE	NO						•	-
PROGRA	M		NESS AND OFFICE	DIVISIO	ON 01	TYPEWR	ITING	7
		occur	PATIONS	UNIT	01	SPEED	AND A	ACCURACY
		•	•	TERMOB	NO.	20-005		
			"				•	
1.00	CONDI	TION	•		-			,
	()	1.01	BASIC OFFICE SUPPLIF HANDWRITTEN COPIES (HANDWRITING, ARRANGE COMPANY NEWSPAPER WE LEGAL SIZE PAGES.	OF ARTICI ED IN ORI	ES EAC ER FOR	INCLUSI	ON II	Ŋ
2.00	PERF	ORMANC	Ε					<u> </u>
	GENET () () () () () ()	2.02 2.03 2.04 2.05 2.06 2.07 2.08	TYPE NEWSPAPER AT A JUSTIFY RIGHT MARGIN	NSPAPER DING OPER N FOR TAS ROFICIENT CCEPTABLE	ENTO TV RATIONS SK	O COLUMN	E FORE	1
3.00	EXTE	2.09	RETYPE NEWSPAPER					
	GENE	-3.01	ATEMENT OF EXTENT AN COMPANY NEWSPAPER I APPROVAL OF BOARD O WITHIN 3 HOURS WITH SATISFACTORY OR UNS	S TYPED : F.EXPERT EACH OP ATISFACTO	IN MAII RATERS ERATION ORY	LABLE FOI S. TO BI N JUDGED	rm to E com As	PLETED
•	() () () () ()	3.04 3.05 3.05 3.07	EFFICIENCY CENTERED ON COLUMN PROPERLY POSITIONED COLUMN PROPERLY POS MORE THAN 50 WORDS	WITH CORNAND SPACE ITIONED, PER MINUT	RECT SI CED MARGII FE FOR	PACING NS AND SI TYPING	PACIN	•

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MISOE NO	•1		e	•
PROGRAM	BUSINESS AND OFFICE	DIVISIO	ON 01	TYPEWRITING
	OCCUPATIONS	UNIT	01	SPEED AND ACCURACY
		TERMOB	NO.	20-005

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.					1	
PROGRA	м		ESS AND OFFICE	DIVISI	ON 01	TYPEWRITING	
	, 	OCCUPI	ATIONS	UNIT _	- 4-	DICTATION AT TYPEWRITER 20-006	
				8		8.4	
1.00	COND	Ition	3	4		a mark	
u	()	1.01	BASIC OFFICE SUP SHORT BUSINESS I	PLIES (TABLI ETTER DICTA	E T-3) TED		
2.00	PERE	FORMANC	E			ن .	£
	CENT	DAT CM	ATEMENT OF PERFOR	MANCE AND R	ESULTI	NG OUTCOME	
	()	2.01	TYPE A SHORT 1/2	PAGE BUSIN	ESS LE'	TTER IN SEMIBLOCK OYING THE FOLLOWING	3
۵	()	2.02 2.03 2.04	CONVERT WORK STATED TYPE LETTER WITH	PROFICIENT S	PEED	ACY	
3.00	EXTI	ENT	* A	_			
	<u> </u>	· · · · · · · · · · · · · · · · · · ·	•				
	GEN]	ERAL ST	OF BOARD OF EXPE	TYPED IN MA ERT RATERS. EACH OPERAT	ILABLE TO BE	SULTING OUTCOME FORM TO APPROVAL COMPLETED WITHIN DGED AS SATISFACTOR	R Y
	()	3.02	EFFICIENCY			OSITIONED FOR FLOW OF DICTATION	
	()	3.03 3.04	LESS THAN 3 ERRO			,	



•				MISOE NO.	
PROGRAM	BUSINESS AND OFFICE		DIVISION 01	TYPEWRITING	<u></u> -
USOE CODE	OCCUPATIONS	; •	UNIT 02	DICTATION AT TYPEWRITER	
•		,	TERMOB NO.	20-006	_
1.00 CON	DITION	•			

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

PROGR			AND OFFICE	DIVISION	01	TYPEWRITING
	<u>, oc</u>	CUPATI	ons	UNIT	02	DICTATION AT TYPEWRITER
-			**	TERMOB NO	٠.	20-007
						•
1.00	CONDI		•	ů.	•	
	()	1.01	BASIC OFFICE SUPE	LIES (TABLE T	- 3)	
2.00	PERF	ORMANC	E			
· management					-	
	GENE	RAL ST	ATEMENT OF PERFORM	MANCE AND RESU	LTIN	IG OUTCOME
	GENE ()	RAL ST	ATEMENT OF PERFORM TYPE A 50 WORD THE EMPLOYING THE FOR	LEGRAM DIRECT	LY E	FROM DICTATION_
	() () ()	2.01 2.02 2.03	TYPE A 50 WORD TH	LEGRAM DIRECT LOWING OPERAT TION FOR TASK PROFICIENT SP	LY E IONS EED	FROM DICTATION_
3.00	GENE () () () ()	2.01 2.02 2.03 2.04	TYPE A 50 WORD THE FOR CONVERT WORK STATEMENT TYPE TELEGRAM AT	LEGRAM DIRECT LOWING OPERAT TION FOR TASK PROFICIENT SP	LY E IONS EED	FROM DICTATION_
3.00	() () ()	2.01 2.02 2.03 2.04	TYPE A 50 WORD THE EMPLOYING THE FOR CONVERT WORK STATEMENT TYPE TELEGRAM WITTER TYPE TELEGRAM TYPE	LLEGRAM DIRECT LOWING OPERAT FION FOR TASK PROFICIENT SP TH'ACCEPTABLE	EED ACCU	JRACY
3.00	() () ()	2.01 2.02 2.03 2.04	TYPE A 50 WORD THE FOR EMPLOYING THE FOR THE FOR TYPE TELEGRAM AT TYPE TELEGRAM WITH TELEGRAM IS TYPE TELEGRAM IS TYPE BOARD OF EXPERT IN THE TELEGRAM IS TYPE	LLEGRAM DIRECT LOWING OPERAT FION FOR TASK PROFICIENT SP TH ACCEPTABLE AND EXTENT OF THE TABLE TO BE ATTERS. TO BE TO OPERATION JU	EED ACCU	JRACY SULTING OUTCOME
3.00	() () ()	2.02 2.03 2.04 NT	TYPE A 50 WORD THE EMPLOYING THE FOR THE FOR THE TELEGRAM AT TYPE TELEGRAM WITH THE TELEGRAM WITH TELEGRAM IS TYPE BOARD OF EXPERT IN MINUTES WITH EACH OR UNSATISFACTOR MARGINS AND TABS EFFICIENCY	LEGRAM DIRECT LOWING OPERAT TION FOR TASK PROFICIENT SP TH ACCEPTABLE AND EXTENT OF D IN MAILABLE RATERS. TO BE H OPERATION JU SET, MATERIAL	EED ACCU	FROM DICTATION S: URACY SULTING OUTCOME A TO APPROVAL OF APLETED WITHIN 10 D AS SATISFACTORY

PROGR	AM BUSINESS	AND OFFICE	DIVISION	101	TYPEWRITING	
USOE	CODE NO(S)	OCCUPATIONS	UNIT TERMOB N	02	TYPEWRITER 20-007	
1.00	CONDITION		*. 15.			

MISOE NO.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	···	"	•	
PROGR	AM B		S AND OFFICE	DIVISION 0	1 TYPEWRITING
•	*	OCCOP	ATIONS	UNIT 0	2 DICTATION AT
					TYPEWRITER
	•		•	TERMOB NO.	20-008
•				-	
1.00	COND	ITION	· ·		
	. ()		BASIC OFFICE SUPPLIES SHORT MEMO DICTATED	(TABLE T-3	
.5			4	·	•
2.00	PERF	ORMANC	E	·	
	<u> </u>			<u> </u>	
	CENE	DAT CM	AMENDIN OF DEDEODYANCE	AND DECUE	THE OUTGONE
	GENE	2.01	ATEMENT OF PERFORMANCE TYPE A SHORT MEMO DIR		
			THE FOLLOWING OPERATI		
	()		CONVERT WORK STATION		-
	()		TYPE MEMO AT PROFICIE		
	()	2.04	TYPE MEMO WITH ACCEPT	ABLE ACCURA	CY
3.00	EXTE	NT		٠. پ	
-	GENE	3.01	ATEMENT OF EXTENT AND SHORT MEMO IS TYPED I		
	1 ' '	3.01	BOARD OF EXPERT RATER		OMPLETED WITHIN 15
			MINUTES WITH EACH OPE OR UNSATISFACTORY		
			OK UNDALIBRATION		
	()	3.02	EFFICIENCY	*	
	. ()		AT SUFFICIENT SPEED N		THE FLOW OF DICTATION
	()	3.04	LESS THAN 3 ERRORS, U	NCORRECTED	

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•	•			MISOE NO.	i <u> </u>
PROGRAM	BUSINESS AN	D OFFICE ATIONS	DIVISION 01	TYPEWRITING	· · · · · · · · · · · · · · · · · · ·
USOE COD			UNIT 02	DICTATION AT	
	0 		TERMOB NO.	TYPEWRITER 20-008	
				•	
1.00 CO	NDITION				
			-		Tr.
2.00 PER	RFORMANCE				
GEN	NERAL STATEMEN	T OF PERFOR	MANCE AND RESU	LTING OUTCOME	

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

74



MISOE	NO.	·				
PROGR	AM B		AND OFFICE	DIVISIO	N 01	TYPEWRITING
	***	OCCUP	ATIONS	UNIT	03	COMPOSITION AT
	•			TERMOB	NO.	20-009
•					1	
1.00	CONDI	TION				
P	()	1.01	BASIC OFFICE SUPP COPY OF AN UNPAID	LIES (TABLE BILL	T-3)	
		*	•			
2.00	PERF	ORMANC	E	i	Γ	
3.00	() () () ()	2.03 2.04 2.05	ASSUMING THE CUST EMPLOYING THE FOI CONVERT WORK STAT COMPOSE LETTER TYPE LETTER AT PI TYPE WITH ACCEPTA	LOWING OPER TION FOR TAS ROFICIENT SP	K EED	S:
	GENE	ERAL ST	LETTER IS COMPOSI APPROVAL OF BOARI PLETED WITHIN 20 JUDGED AS SATISFI	ED AND TYPED OF EXPERT MINUTES WIT ACTORY OR UN	RATER THEAC	S. TO BE COM- H OPERATION FACTORY
,	()	3.04	MARGEAS AND TABS EFFICIENCY LETTER CONVEYS DE MORE THAN 50 WORE LESS THAN 3 ERROR	ESIRED ATTIT DS PER MINUT	UDE E FOR	

		MIDOR NO.
PROGRAM BUSINESS AND OFFICE OCCUPATIONS USOE CODE NO(S)	DIVISION 01 UNIT 03 TERMOB NO.	TYPEWRITING COMPOSITION AT TYPEWRITER 20-009
1.00 CONDITION		
2.00 PERFORMANCE	MANCE AND RESU	ILTING OUTCOME



MISOE	NO.		; <u></u>				
PROGR <i>I</i>	M <u>.</u>	BUSIN	ESS AND OFFICE	DIVISION	÷	TYPEWRITI	
				UNIT	03	COMPOSITION TYPEWRITE	
	-			TERMOB NO)_	20-010	<u> </u>
				1214102 114	•		
		۰	4	معلی،			-
1.00	COND	ITION	/ !				•
	()	1.01 1.02	BASIC OFFICE SUP COPY OF AN UNPAI	PLIES (TABLE T D BILL	-3)		٠
•			-			•	
2.00	PERE	ORMANC	E				
_,,,					_		
-	· 						
	CENT	דא מרי	ATEMENT OF PERFOR	MANCE AND RESU	LTIN	NG OUTCOME	_
	1 GENT	2.01	COMPOSE A COLLEC	TION LETTER AT	THE	E TYPEWRITE	<u>R</u>
	` '	2,02	ASSUMING THE CUS	TOMER WILL PAY	ONI	LY IF HE IS	
			MADE TO PAY EMPI	OYING THE FOLL	OWIN	NG OPERATIO	NS:
	L-7-5-	2.02	CONVERT WORK STA	TION FOR TASK			
	· 6 5	2.03	COMPOSE LETTER				
u ,	()	2.04	TYPE LETTER AT P	ROFICIENT SPEE	D		
	()_	2.05	TYPE LETTER WITH	ACCEPTABLE AC	CUR	ACY	•
		ď		•		. *	
				٠			g ·
3.00	EXT	ENT	Û			•	
Ji	Γ·						
	GEN		ATEMENT OF EXTENT	AND EXTENT OF	RES	SULTING OUT	COME
	17	3.01	LETTER IS COMPOS	SED AND TYPED I	MM M.	S WO BE C	'M' TO
	1.		APPROVAL OF BOAF	O OF EXPERT RA	DAGE.	S. IO DE C	.OM=-
	1		PLETED WITHIN 20 JUDGED AS SATISE	MINUTES WITH	IDAGI IPTTI	EVCLUSA EVCLUSA	
	Ì		JUDGED AS SATISE	ACTURE OR OUSE	** ***	PACTORE	
	4	3.02	EFFICIENCY			OSITIONED H	FOR
	()	3.Ŏ3	LETTER CONVEYS I	DESIRED ATTITUD	Œ		AT7
-	()	3.04	MORE THAN 50 WOE	RDS PER MINUTE	FOR	TYPING TIM	1Ľ
	()	3.05	LESS THAN 3 ERRO	ORS, CORRECTED			

•		MISOE NO.
PROGRAM . BUSINESS AND OFFICE	DIVISION 01	TYPEWRITING
USOE CODE NO(S)	UNIT 03	COMPOSITION AT TYPEWRITER
**************************************	TERMOB NO.	20-010
**************************************	٠.	
1.00 CONDITION		
·		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

2.00 EXTENT



MISOE	NO			-	-	
PROGR	MAM .		ESS AND OFFICE OCCUPATIONS		01	TYPEWRITING
		, , , , , , , , , , , , , , , , , , ,		UNIT	04	BUSINESS FORMS
				TERMOB NO		20-011
			*			<i>i</i> ;
1.00	CO	NDITION		•		
	() 1.01	BASIC OFFICE SUPPLI	ES (TABLE T	-3)	
	Ċ) 1.02		COMPLETE PU		SE ORDER INCLUDING
=	(PURCHASE ORDER NUMB			9
	() 1.04	COMPANY TO BE PURCH SHIPPING DATA	ASED FROM		*
-	į		DESCRIPTIONS OF EQU	IPMENT TO B	E OR	DERED
2.00	PE	RFORMAN	CE	•		
w	CE	NEDAT C	TATEMENT OF PERFORMAN	CE AND DESI	· MT1	G OVERGOVE
"	\\ \frac{\tau}{\tau}) 2.01	TYPE A SHORT 6 ITEM EMPLOYING THE FOLLO	PURCHASE O	RDER	IN DUPLICATE
-	र	2.02				The second secon
	() 2.03) 2.04				٠
	· (2.05			ENT	SPEED
	() 2.06) 2.07	TYPE PURCHASE ORDER SEPARATE ORIGINAL A		rabl	E ACCURACY
						,,
3.00	EX	TENT				**
	CE	NEDST. C	PATEMENT OF EXTENT AN	D EYMENM ON	DEC	TIT MTNG OFMOOVE
	1 7		PURCHASE ORDER IS N			
			APPROVAL OF BOARD OF	F EXPERT RAT	'ERS	. TO BE COMPLETED
	ļ		WITHIN 15 MINUTES WI SATISFACTORY OR UNS		ERAT	ION JUDGED AS
				<u>4.</u>		
	()		MARGINS AND TABS SET EFFICIENCY	•	PO	SITIONED FOR
		3.04	NEATLY AND CORRECTLY ALL NECESSARY INFOR		י דינויין:	r enmeded
	()		MORE THAN 50 WORDS 1			
٠		3.06	ALL ERRORS CORRECTED PURCHASE ORDER AND)		
	•			79	, U,	

		•	MISOE NO.	
PROGRAM BUSINE USOE CODE NO(S)	SS AND OFFICE OCCUPATIONS	DIVISION 01 UNIT 04	*TYPEWRITING BUSINESS FORMS	
•		TERMOB NO.	20-011	
1.00 CONDITION	· · · · · · · · · · · · · · · · · · ·			
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GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.	_			us.				
PROGR	AM B		S AND OFFICE ATIONS		TYPEWRITING				
,		-		UNIT 04	BUSINESS FORMS				
* .				TERMOB NO.	20-012				
1.00	COND	ITION							
	()		BASIC OFFICE SUPPI HANDWRITTEN EXPENS	SE REPORT FORM WI	TH ENTRIES EQUAL				
	()	1.03	TO 200 TYPEWRITTEN WORDS RECEIPTS FOR ALL EXPENSES						
2.00	PERF	'ORMANC	E						
	GENE	RAL ST	ATEMENT OF PERFORMATION OF TRANSCRIBE EXPENSE DUPLICATE EMPLOYING	REPORT TO TYPEW	RITTEN FORM IN				
•	()	2.04 2.05 2.06 2.07	COMPARE INDIVIDUAL CHECK DAILY TOTALS CHECK ITEM TOTALS CHECK EXPENSE TOTAL	L ENTRIES WITH RE AL RT RT AT PROFICIENT RT AT ACCEPTABLE	SPEED				
3.00	EXTE	NT							
***************************************	GENE	3.01	ATEMENT OF EXTENT A EXPENSE REPORT IS APPROVAL OF BOARD WITHIN 1 HOUR WITH ORY OR UNSATISFACT	TYPED NEATLY IN OF EXPERT RATERS I EACH OPERATION CORY	DUPLICATE TO . TO BE COMPLETED JUDGED AS SATISFACT-				
\$	()	3.09	EFFICIENCY ALL INCORRECT ENTR SUMS ARE CORRECT SUMS ARE CORRECT SUM IS CORRECT ALL NECESSARY INFO MORE THAN 50 WORDS ALL ERRORS CORRECT EXPENSE REPORT AND	RIES CORRECTED ORMATION CORRECTL S PER MINUTE FOR CED	Y ENTERED TYPING TIME				



		MISOE NO.
PROGRAM BUSINESS/AND OFFICE	DIVISION 01	TYPEWRITING
USOE CODE NO(S)	UNIT 04	BUSINESS FORMS
	TERMOB NO.	20-012
1.00 CONDITION	٠	

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

EXTENT

3.00

MISOE	NO.	4		M2				
PROGR	LAM		ESS AND OFFICE	DIVISION	01	TYPEWRITI	NG	
		OCCUP	ATIONS	UNIT	05	LEGAL DOC	UMENTS	·
·			*					
	•		4	TERMOB NO).	20-013		
			· · · · · · · · · · · · · · · · · · ·			ú		
1.00	COND	ITION		•			1 -	
. 4	()	1.01	BASIC OFFICE SUPPL	IES (TABLE T	-3)		b	*
4,	().	1.02	SUFFICIENT DATA TO	COMPLETE PR	INTE	ED LEGAL DE	ED	
			INCLUDING BUT N		0:		Γ	
	()		NAMES OF PARTIES I	NVOLVED	6	. •	· · · \	
	(\cdot)	1.04	CONSIDERATION DESCRIPTION OF PRO	מאדאם עיים מים	ጥኮአእ	TEPPPPP		-
	-}	1.05	ENCUMBRANCES	PERII BEING	TIVATA	ASF ERRED)	,
•	} {		ENTRIES EQUAL TO 1	75 TYPEWRITT	EN W	NORDS		
C)				,				
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2.00	PERF	ORMANC	E				•	
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								- 1
,	GENE	DAT. ST	ATEMENT OF PERFORMA	NCE AND RESU	TTTN	NG OUTCOME		-
•	()	2.01	TYPE A PROPERTY TR					
	` ′	2,02	EMPLOYING THE FOLI					15
	<u>.</u>							ڭ
	()	2.02				4		
	()		ASSEMBLE CARBON PA	CK		•		
	()		TYPE DEED		G			
	()	2.05				.		
•	()	2.06 2.07			RACI	L		
	,()	2.07	SEPARATE ORIGINAL	AND CARBON		4 0		
			•		*			
3.00	EXTE	:NT					<i>t</i>	
3.00	, 4, 4, 4, 4		1			•	-	
	a		·	• 	_			ა
				•		* 7	,	
	GENE		ATEMENT OF EXTENT A					_
	()	3.01	PROPERTY TRANSFER					
	1.		TO APPROVAL OF BOA				BE COMPI	LETED
	1 .		WITHIN 45 MINUTES			LTON OODGE!) AS	
		*	SATISFACTORY OR UN	BALISPACIORI				•
	1	3.02	MARGINS AND TABS S	ET. MATERIAL	S PC	OSITIONED 1	FOR	 ;
ů.		J. 02	EFFICIENCY					
	. ()	3.03	NEATLY AND CORRECT		•		* 20	
	()		ALL NECESSARY INFO	RMATION CORR				*
	ĊŠ	3.05	MORE THAN 50 WORDS	PER MINUTE			1E	
	()		ALL ERRORS CORRECT	ED				
	()	3.07	DEED AND COPY ARE		GES			
		*	4	8.3		•		

•		\$ 2	MISOE NO.
PROGRAM	BUSINESS AND OFFICE	DIVISION 01	TYPEWRITING
USOE CODE	OCCUPATIONS NO(S)	UNIT 05	LEGAL DOCUMENTS
		TERMOB NO.	20-013
•			•
1 00 000	DIMION	•	,

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.			ō.	F		
PROGRAM _		BUSINESS AND OFFICE OCCUPATIONS		DIVISION 01 UNIT 05 TERMOB NO.	TYPEWRITING LEGAL DOCUMENTS 20-014		
1.00	CONI	DITION	•	•	\cdot \hat{C}		
-	()		BASIC OFFICE SUPPL HANDWRITTEN LEGAL WORDS LONG		PEWRATTEN		
2.00	PER	FORMANC	JE				
-	GEN	ERAL ST 2.01	ATEMENT OF PERFORMATIVE LEGAL AGREEMENT TWO COPIES EMPLOYING	NT FROM HANDWRIT	TEN COPY WITH		
,	()	2.03 2.04	CONVERT WORK STATION ASSEMBLE CARBONS TYPE AGREEMENT AT TYPE AGREEMENT WITH SEPARATE ORIGINAL	PROFICIENT SPEED H ACCEPTABLE ACC			
3.00	EXT	ENT			par-		
-	GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME () 3.01 LEGAL AGREEMENT IS TYPED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY						
	()	3.02 3.03 3.04 3.05	EFFICIENCY NEATLY AND CORRECT! MORE THAN 50 WORDS	LY PER MINUTE FOR	1 - 1		

•	MISOE NO.	
PROGRAM BUSINESS AND OFFICE OCCUPATIONS USOE CODE NO(S)	DIVISION 01 TYPEWRITING UNIT 05 LEGAL DOCUMENTS TERMOB NO. 20-014	
1.00 CONDITION		
2.00 PERFORMANCE GENERAL STATEMENT OF PERFO	RMANCE AND RESULTING OUTCOME	



MISOE	NO.		<u> </u>		
PROGRAM			ESS AND OFFICE	DIVISION 01	TYPEWRITING
		OCCOP	ATTONS	UNIT 05	LEGAL DOCUMENTS
٠	•			TERMOB NO.	20-015
			e		
		-			•
1.00	CONE	ITION		•	
	()		BASIC OFFICE SUPPL		· ·
	()	1.02	SUFFICIENT DATA TO BUT NOT LIMITED		BACK INCLUDING
	()		NAMES OF PARTIES IN		•
	()		TITLE NAME AND ADDRESS OF	POPAWING TAWVER) <u>i</u>
	()	1.00	NAME AND ADDITION OF	: DIGHTING DANIEL	` \
2 00	DEDI	FORMANC	'ম		•
2.00	EDIV	COLUMNIC	á	۵	
	GENI		ATEMENT OF PERFORMAN		
		2.01	PREPARE A LEGAL BAC OPERATIONS	CK EMPLOYING THE	FOLLOWING
	(2.02	-	ON FOR TASK	· · · · · · · · · · · · · · · · · · ·
	()		FOLD BACK	CTEVM CDEED	
	()	2.04	TYPE BACK AT PROFIC		•
	• •		- 		ø
3.00	EXTI	ENT		•	
			•	ø	
	Γ	-			· ····································
	GENI		ATEMENT OF EXTENT AN		
	()	3.01	LEGAL BACK IS PREPARED OF EXPERT RATERS.		
			MINUTES WITH EACH (
¢.			OR UNSATISFACTORY		
	()	3.02	MARGINS AND TABS SE	ET, MATERIALS PO	SITIONED FOR
۵	()	3.03	EFFICIENCY FORMING ONE 1 INCH	GROOVE AND 4 EC	UAL FOLDS
			BELOW GROOVE	·	,
	()		MORE THAN 50 WORDS ALL ERRORS CORRECTE		TYPING TIME
	()	J , UJ	EMM TIMONO COUNTRY	O F-F	

•			MISOE NO.
PROGRAM	DIVISION	01	TYPEWRITING
USOE CODE NO(S) OCCUPATIONS	UNIT	05	LEGAL DOCUMENTS
	TERMOB NO		20-015
1.00 CONDITION			•
i -		•	•
	•		
2.00 PERFORMANCE	و د	u ŭ	
GENERAL STATEMENT OF PERFOR	MANCE AND I	RESU	LTING OUTCOME
			•
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			4
3.00 EXTENT			
GENERAL STATEMENT OF EXTENT	' AND EXTEN'	T OF	RESULTING OUTCOME

MISOE	NO).	•				· .
PROGRAM _		BUSINESS AND OFFICE OCCUPATIONS			DIVISION UNIT TERMOB NO	06	TYPEWRITING PROOFREADING 20-016
1.00	CC	ONE	OITION		•		•
ı	()	1.01		AFT MANUSCRIP	T WI	
	()	1.03				
2.00	P	ER!	FORMANC	PE .			
	G	ENI	ERAL ST	ATEMENT OF PERFORM	ANCE AND RESU	LTIN	IG OUTCOME
	7)	2.01	PROOFREAD ROUGH DI EMPLOYING THE FOLI	RAFT MARKING	ALL	ERRORS
•	()	2.02		,	•	
3.00	E	XTI	ENT				
	G	ENI	ERAL ST	ATEMENT OF EXTENT AROUGH DRAFT IS PRO	OFREAD AND R	EADY	FOR RETYPING TO
•		•		APPROVAL OF BOARD PLETED WITHIN 20 ! JUDGED AS SATISFA	MINUTES WITH	EACH	OPERATION
\$	٦,	}	3.02 3.03	CAREFULLY USING APPROPRIATE	PROOFREADERS	' MA	rks

	, M	IISOE NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 01 _	TYPEWRITING
USOE CODE NO(S) OCCUPATIONS	UNIT 06	PROOFREADING
	TERMOB NO.	20-016
	•	
1.00 CONDITION		•
	3	

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.		<u> </u>	** 6 *-	
		\$	•		
PROGRAM			ESS AND OFFICE	DIVISION 01	TYPEWRITING
•		OCCUP	ATIONS	UNIT 07	CARE AND MAINTENANCE
٠,					
	h			TERMOB NO.	20-017
·					*
1.00	COND	ITION			
				(mana = m 0)	•
	()	1.01	BASIC OFFICE SUPPI TYPEWRITER CLEANIN		
_	` '		TYPE CLEANING E	FLUID	
•			TYPE CLEANING O	BUM	
			TYPEWRITER OIL		v
	()		REPLACEMENT RIBBON	• •	
2'	()	1.04	SERVICE MANUAL	40	
				* -	.•
2.00	PERF	ORMANO	E '	4.	₽
۰					· · · · · · · · · · · · · · · · · · ·
	GENE	DAT. ST	ATEMENT OF PERFORM	NCE AND RESULTE	IG OUTCOME
		2.01	PERFORM ROUTINE MA		
		,	EMPLOYING THE FOLI	LOWING OPERATIONS	3:
	()	2.02	CLEAN TYPE		
	()	2.03	OIL TYPEWRITER		
,	()	2.04	REMOVE OLD RIBBON INSTALL NEW RIBBON	ı	
	().	2.06	WASH EXTERIOR OF		
		· ·			
3.00	EXTE	NT		•	
		•	f _s \(\frac{1}{2}\)	ø	
	 -				
	GENE		ATEMENT OF EXTENT A		
	()	3.01	APPROVAL OF BOARD		
,			WITHIN 1/2 HOUR WI	TH EACH OPERATIO	
			SATISFACTORY OR UN	NSATISFACTORY	₹ ₹
	()	3.02	ALL MINK REMOVED, H	ENCLOSED LETTERS	FREE OF MATERIAL
`	()	3.03 3.04	NEATLY AT POINTS I	INDICATED IN MANU	JAL
4	()	3.05	NEW RIBBON NOT KIN		ATING PROPERLY
	Ċį	3.06	EXTERIOR FREE OF I		

	M	IISOE NO
		we'
PROGRAM BUSINESS AND OFFICE	DIVISION 01 _	TYPEWRITING
USOE CODE NO(S) OCCUPATIONS	UNIT 07	CARE AND MAINTENANCE
	TERMOB NO.	20-017
1.00 CONDITION	.	- -

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.						•	
PROGRA	AM		ESS AND OFFICE ATIONS	*et	DIVISION UNIT	02 01	OFFICE MACHINES DUPLICATING	
					TERMOB NO	o .	20-018	
1.00	COND	ITION	٠	•	,		t. •	
	()	1.02	BASIC OFFICE SU ELECTRONIC STEE PRINTED ORIGINA	NCIL MA	(TABLE T KING MACH	-3)		
2.00	PERF	ORMANC	E .	٠		,	· ·	
	GENE	RAL ST	ATEMENT OF PERFORMAKE A STENCIL	ORMANCE EMPLOY	AND RESU	LTIN	IG OUTCOME OWING OPERATIONS:	
٠	()	2.02 2.03 2.04 2.05 2.06 2.07	INSERT ORIGINATIONS OF THE STATE OF THE STAT	l Tencil E	FOR TASK			
3.00	EXTE	INT		•	•	-		
	GENE	CRAL ST	RATERS TO BE C	e neati Omplete	LY TO APPR ED WITHIN	OVAI 15 M	SULTING OUTCOME L OF BOARD OF EXPERT MINUTES WITH EACH DR UNSATISFACTORY	
7	() () () ()	3,05	EFFICIENCY NO WRINKLES, P. NO WRINKLES, P. SMOOTHLY AND P. NO WRINKLES	ROPERLY ROPERLY	ALIGNED ALIGNED	S PC	DSITIONED FOR	
,				9)3 . *			

		MISOE NO.				
PROGRAM BUS:	USINESS AND OFFICE OCCUPATIONS	DIVISION 02	OFFICE MACHINES			
USOE CODE NO(S)		UNIT 01	DUPLICATING			
-		TERMOB NO,	20-018			
<u> </u>						
1.00 CONDITION	•	·	٠			
•	6 a		٠	•		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



		ESS AND OFFICE	DIVISION		02	OFFICE MACHINES	
			UNIT	(01	DUPLICATING	
			TERMOB	NO.	,	20-019	
٠		· ·				,	¥
CONDI	TION				,		-
()	1.02	STENCIL MIMEOGRAPHING			3)	•	
							*
PERF	ormanci	3	•				7
	2.01 2.02 2.03 2.04 2.05 2.06 2.07	MIMEOGRAPH 10 COPIES FOLLOWING OPERATIONS: CONVERT WORK STATION INSERT ORIGINAL OPERATE MACHINE REMOVE COPIES REMOVE ORIGINAL	OF STEN	K	EM	PLOYING THE	
	3.02 3.03 3.04 3.05	10 COPIES ARE PREPARE OF EXPERT RATERS. TO WITH EACH OPERATION J UNSATISFACTORY MACHINE LOADED WITH F CENTERED WITH NO-WRIN SMOOTHLY AND PROPERLY COPIES ARE FREE OF SM	D NEATH BE CON UDGED A APER AN KLES	AS S	O A TED ATI	PPROVAL OF BOARD WITHIN 15 MINUTE SFACTORY OR: ALL SETTINGS COF	
	GENE	CONDITION () 1.01 () 1.02 () 1.03 PERFORMANCE GENERAL STY () 2.01 () 2.02 () 2.03 () 2.04 () 2.05 () 2.06 () 2.07 EXTENT GENERAL STY () 3.01 () 3.02 () 3.03 () 3.04 () 3.05 () 3.06	CONDITION () 1.01 BASIC OFFICE SUPPLIES () 1.02 STENCIL MIMEOGRAPHING () 1.03 PREPARED STENCIL PERFORMANCE GENERAL STATEMENT OF PERFORMANCE () 2.01 MIMEOGRAPH 10 COPIES FOLLOWING OPERATIONS: () 2.02 CONVERT WORK STATION () 2.03 INSERT ORIGINAL () 2.04 OPERATE MACHINE () 2.05 REMOVE COPIES () 2.06 REMOVE ORIGINAL () 2.07 RESTORE MACHINE TO OR EXTENT GENERAL STATEMENT OF EXTENT AND () 3.01 10 COPIES ARE PREPARE OF EXPERT RATERS. TO WITH EACH OPERATION J UNSATISFACTORY () 3.02 MACHINE LOADED WITH P () 3.03 CENTERED WITH NO-WRIN () 3.04 SMOOTHLY AND PROPERLY () 3.05 COPIES ARE FREE OF SM () 3.06 ORIGINAL IS WRINKLE F	CONDITION () 1.01 BASIC OFFICE SUPPLIES (TABLE () 1.02 STENCIL MIMEOGRAPHING MACHIN () 1.03 PREPARED STENCIL PERFORMANCE GENERAL STATEMENT OF PERFORMANCE AND REFOLLOWING OPERATIONS: () 2.01 MIMEOGRAPH 10 COPIES OF STENT FOLLOWING OPERATIONS: () 2.02 CONVERT WORK STATION FOR TASE () 2.03 INSERT ORIGINAL () 2.04 OPERATE MACHINE () 2.05 REMOVE COPIES () 2.06 REMOVE ORIGINAL () 2.07 RESTORE MACHINE TO ORIGINAL () 2.07 RESTORE MACHINE TO ORIGINAL () 3.01 10 COPIES ARE PREPARED NEATION OF EXPERT RATERS. TO BE CONWITH EACH OPERATION JUDGED AUNSATISFACTORY () 3.02 MACHINE LOADED WITH PAPER AUTOMOTIVE COPIES ARE FREE OF SMUDGES () 3.04 SMOOTHLY AND PROPERLY () 3.05 COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND CONTINUES OR SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND C	CONDITION () 1.01 BASIC OFFICE SUPPLIES (TABLE T-() 1.02 STENCIL MIMEOGRAPHING MACHINE () 1.03 PREPARED STENCIL PERFORMANCE GENERAL STATEMENT OF PERFORMANCE AND RESUL () 2.01 MIMEOGRAPH 10 COPIES OF STENCIL FOLLOWING OPERATIONS: () 2.02 CONVERT WORK STATION FOR TASK () 2.03 INSERT ORIGINAL () 2.04 OPERATE MACHINE () 2.05 REMOVE COPIES () 2.06 REMOVE COPIES () 2.06 REMOVE ORIGINAL () 2.07 RESTORE MACHINE TO ORIGINAL CON EXTENT GENERAL STATEMENT OF EXTENT AND EXTENT OF COPIES WITH EACH OPERATION JUDGED AS SUNSATISFACTORY () 3.01 10 COPIES ARE PREPARED NEATLY TOF EXPERT RATERS. TO BE COMPLE WITH EACH OPERATION JUDGED AS SUNSATISFACTORY () 3.02 MACHINE LOADED WITH PAPER AND I () 3.03 CENTERED WITH NO-WRINKLES () 3.04 SMOOTHLY AND PROPERLY () 3.05 COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND PR	CONDITION () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3) () 1.02 STENCIL MIMEOGRAPHING MACHINE () 1.03 PREPARED STENCIL PERFORMANCE GENERAL STATEMENT OF PERFORMANCE AND RESULTIN () 2.01 MIMEOGRAPH 10 COPIES OF STENCIL EM FOLLOWING OPERATIONS: () 2.02 CONVERT WORK STATION FOR TASK () 2.03 INSERT ORIGINAL () 2.04 OPERATE MACHINE () 2.05 REMOVE COPIES () 2.06 REMOVE ORIGINAL () 2.07 RESTORE MACHINE TO ORIGINAL CONDIT EXTENT GENERAL STATEMENT OF EXTENT AND EXTENT OF RES () 3.01 10 COPIES ARE PREPARED NEATLY TO A OF EXPERT RATERS. TO BE COMPLETED WITH EACH OPERATION JUDGED AS SATI UNSATISFACTORY () 3.02 MACHINE LOADED WITH PAPER AND INK, () 3.03 CENTERED WITH NO-WRINKLES () 3.04 SMOOTHLY AND PROPERLY () 3.05 COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND PREPA	CONDITION () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3) () 1.02 STENCIL MIMEOGRAPHING MACHINE PERFORMANCE GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME () 2.01 MIMEOGRAPH 10 COPIES OF STENCIL EMPLOYING THE FOLLOWING OPERATIONS: () 2.02 CONVERT WORK STATION FOR TASK () 2.03 INSERT ORIGINAL () 2.04 OPERATE MACHINE () 2.05 REMOVE COPIES () 2.06 REMOVE COPIES () 2.07 RESTORE MACHINE TO ORIGINAL CONDITION EXTENT GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME () 3.01 10 COPIES ARE PREPARED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTE WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY () 3.02 MACHINE LOADED WITH PAPER AND INK, ALL SETTINGS COF () 3.03 CENTERED WITH NO-WRINKLES () 3.04 SMOOTHLY AND PROPERLY () 3.05 COPIES ARE FREE OF SMUDGES () 3.06 ORIGINAL IS WRINKLE FREE AND PREPARED FOR STORAGE

		MISOE NO.
PROGRAM BUSINESS AND OFFICE OCCUPATIONS	DIVISION 02	OFFICE MACHINES
USOE CODE NO(S)	UNIT 01	DUPLICATING
	TERMOB NO.	20-019
1.00 CONDITION		4

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISQE	NO.	·		g = =	erija Arita		•
PROGR	AM		ESS AND OFFICE ATIONS	•	DIVISION UNIT	N 02 01	OFFICE MACHINES DUPLICATING
. 2	•		•	• •	TERMOB I		20-020
1.00	COND	: ETION					
	()	1.02	BASIC OFFICE SUPPLICATION OF PREPARED MASTER		-	T-3)	
2.00	PERF	ORMANO	Œ				
	GENE () () () () () () ()	2.01 2.02 2.02 2.03 2.04 2.05 2.06 2.07	OPERATIONS: CONVERT WORK STATINSERT ORIGINAL OPERATE MACHINE REMOVE COPIES	IES TION	OF MASTER	EMPI	LOYING THE FOLLOWING
3.00	EXTE	NT					
	GENE	RAL ST	EXPERT RATERS.	EPAR TO B	ed neatly e complet	TO A	SULTING OUTCOME APPROVAL OF BOARD OF ITHIN 15 MINUTES WITH FORY OR UNSATISFACTORY
	() () () ()	3.03 3.04 3.05 3.06	MACHINE LOADED WORKERT CENTERED WITH NO SMOOTHLY AND PRO COPIES ARE FREE ORIGINAL IS WRING ALL SWITCHES OFF	WRI PERL OF S KLE	NKLES Y MUDGES FREE AND	PREP!	ARED FOR STORAGE

	M	MISOE NO
PROGRAM BUSINESS AND OFFICE OCCUPATIONS USOE CODE NO(S)	DIVISION 02 UNIT 01	OFFICE MACHINES DUPLICATING
	TERMOB NO.	20-020
1.00 CONDITION		
O OO PERFORMANCE		•

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.				
PROGR	AM		ESS AND OFFICE	DIVISION 02	OFFICE MACHINES
		OCCUP	ATIONS	UNIT 01	DUPLICATING
					20.023
			•	TERMOB NO.	20-021
1.00	COND	ITION	•		
1.00	00.00				
	()	1.01	BASIC OFFICE SUPPI	LIES (TABLE T-3)	
	()	1.02 1.03	PHOTOCOPY DUPLICAT TYPEWRITTEN ORIGIN	IAL	
	()	1.03	TIPHWATITH ORLEGAL	···	
A					
2.00	PERF	ORMANC	E		b
				<u>. </u>	
•				ANCO AND DÉCULUTI	NG OUTCOME
	GENE	RAL ST	ATEMENT OF PERFORM	ES OF ORIGINAL E	MPLOYING THE FOLLOWING
	' '	2.01	PROCEDURE:		
			<u> </u>		3
÷	()	2.02	CONVERT WORK STAT	ION FOR TASK	
	~ ()	2.03	INSERT ORIGINAL OPERATE MACHINE		•
	- 23	2.05	REMOVE COPIES	•	\$
	()	2.06	REMOVE ORIGINAL		m T o b T
	()	2.07	RESTORE MACHINE T	O ORIGINAL CONDI	TION
3.00	EXT	ENT .		•	~
					٠
•			<u></u>		
	GENI	ERAL ST	TATEMENT OF EXTENT	AND EXTENT OF RE	SULTING OUTCOME
	1 7	3.01	TO CODIES ARE DRE	PARED NEATLY TO	WALKOAMP OF BOWER
ų.			OF EXPERT RATERS. WITH EACH OPERATI	TO BE COMPLETE	D WITHIN 15 MINUTES
Į.	1	•	WITH EACH OPERATI UNSATISFACTORY	ON DODGED NO DET	10111010111 0-1
	ļ				
	()	3.02		TH PAPER AND TON	ER, ALL SETTINGS
	, .	2 02	CORRECT CENTERED WITH NO	WRINKLES	
	()	3.03 3.04	CHOOMETY AND DROE	EDT.V	
	()	3.05	COPIES ARE FREE C	F WRINKLES AND E	XTRANEOUS MARKS
	ίí	3.06	ORIGINAL IS WRINK	LE AND SMUDGE FR	(EE
	()	3.07	ALL SWITCHES OFF,	READINGS AT ZER	



	MISOE NO.	
PROGRAM BUSINESS AND OFFICE OCCUPATIONS USOE CODE NO(S)	DIVISION 02 OFFICE MACHINES UNIT 01 DUPLICATING	
**************************************	TERMOB NO. 20-021	
1.00 CONDITION		
2.00 PERFORMANCE	•	
GENERAL STATEMENT OF PERFORM	MANCE AND RESULTING OUTCOME	



MISOE	NO.	_ 		•		
PROGRI	AM		ESS AND OFFICE SATIONS	DIVISION	02 02	OFFICE MACHINES CALCULATING
				* TERMOB NO	o.	20-022
1.00	COND	ITION				
	()	1.02 1.03 1.04	SAMPLE PROBLEM INVO SAMPLE PROBLEM INVO	NG MACHINE W OLVING ADDIT OLVING SUBTR OLVING MULTI	ITH ION ACTI PLIC	PRINTED TAPE READOUT
2.00	PERF	ORMANC	E	٠		*
3.00	() () () () ()	2.01 2.02 2.03 2.04 2.05 2.06	ATEMENT OF PERFORMA SOLVE PROBLEMS ON FOLLOWING OPERATIO CONVERT WORK STATI PERFORM ADDITION O PERFORM SUBTRACTIO PERFORM MULTIPLICA PERFORM DIVISION O	ADDING MACHI NS: ON FOR TASK PERATION ON OPERATION TION OPERATI	NE E	G OUTCOME EMPLOYING THE
,						
	GENE	RAL ST 3.01	ATEMENT OF EXTENT A PROBLEMS ARE SOLVE OF EXPERT RATERS. WITH EACH OPERATIO UNSATISFACTORY	D ACCURATELY TO BE COMPI	Z TO LETEI	APPROVAL OF BOARD MITHIN 15 MINUTES
	()	3.02 3.03 3.04 3.05 3.06	ALL MACHINE SETTIN FOR EFFICIENCY WITH NO ERRORS, SU WITH NO ERRORS, DI WITH NO ERRORS, PR WITH NO ERRORS, QU	IM IS CORRECT FFERENCE IS RODUCT IS COI	r Cori RREC	rect T

	<i>y</i>					MISOE NO.
PROGRAM _		AND OFFICE	_ {\bar{\bar{\bar{\bar{\bar{\bar{\bar	visio	N 02	° OFFICE MACHINES
USOE CODE	NO(S)	CUPATIONS	UN	IT	02	CALCULATING
ú			TE	RMOB	NO.	20-022
			4			
1.00 CONI	DITION	4	1	\ }	~	

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 / EXTENT

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MISOE	NO.			
		ESS AND OFFICE	DIVISION 02	OFFICE MACHINES CALCULATING
			TERMOB NO.	20-023
1.00	CONDITION			
	() 1.01 () 1.02 () 1.03 () 1.04 () 1.05	BASIC OFFICE SUPPLI TEN KEY ADDING MACH SAMPLE PROBLEM INVO SAMPLE PROBLEM INVO SAMPLE PROBLEM INVO	INE WITH PRINT LVING ADDITION LVING SUBTRACT	ion
2.00	PERFORMANC	E		
	GENERAL ST	ATEMENT OF PERFORMAN SOLVE PROBLEMS ON A FOLLOWING OPERATION	DDING MACHINE	NG OUTCOME EMPLOYING THE
٠	() 2.02 () 2.03 () 2.04 () 2.05	CONVERT WORK STATIO PERFORM ADDITION OP PERFORM SUBTRACTION PERFORM MULTIPLICAT	ERATION OPERATION	
3.00	EXTENT		v	
, '	GENERAL ST		ACCURATELY TO TO BE COMPLETE	APPROVAL OF BOARD D WITHIN 15 MINUTES
	() 3.04	FOR EFFICIENCY WITH NO ERRORS, SUM WITH NO ERRORS, DIF WITH NO ERRORS, PRO	I IS CORRECT FERENCE IS COR	RECT
			101	





	M	ISOE NO.		
PROGRAM BUSINESS AND OFFICE	DIVISION 02	OFFICE MACHINES		
USOE CODE NO(S) OCCUPATIONS	UNIT 02	CALCULATING		
· · · · · · · · · · · · · · · · · · ·	TERMOB NO.	20-023		
1.00 CONDITION				
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GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.			,	٠		
PROGRAM			ESS AND OFFICE	•		OFFICE MACHINES	
				UNIT	02	CALCULATING	—
				TERMOB NO).	20-024	
						c .	
1.00	COND	ITION				•	
	()	1.01 1.02 1.03 1.04 1.05	SAMPLE PROBLEM INT SAMPLE PROBLEM INT SAMPLE PROBLEM INT	ATOR WITH ILL VOLVING ADDIT VOLVING SUBTR VOLVING MULTI	UMIN ION ACTI PLIC	NATED DIGITAL READOU CON CATION	JT
2.00	PERF	ORMANC	E	•		•	
	GENE	ERAL ST	ATEMENT OF PERFORM SOLVE PROBLEMS ON FOLLOWING OPERATION	CALCULATOR E	LTIN MPL	NG OUTCOME DYING THE	
	()	2.02 2.03 2.04 2.05 2.06	PERFORM ADDITION (PERFORM SUBTRACTION OF PERFORM MULTIPLICATION)	OPERATION ON OPERATION ATION OPERATI	ON	· ·	
3.00	EXT	ent				•	
· •	GENI	ERAL ST 3.01	PATEMENT OF EXTENT PROBLEMS ARE SOLV OF EXPERT RATERS. WITH EACH OPERATIONS UNSATISFACTORY	ED ACCURATELY TO BE COMPL	TO ETE	APPROVAL OF BOARD D WITHIN 15 MINUTES	
	()	3.02	ALL MACHINE SETTI FOR EFFICIENCY	•		ERIALS POSITIONED	
	(·) () ()	3.03 3.04 3.05 3.06	WITH NO ERRORS, D	IFFERENCE IS RODUCT IS COR	CORI REC'	T	
				111.			



	MISOE NO.						
PROGRAM BUSINESS AND OFFICE	DIVISION 02	OFFICE MACHINES					
USOE CODE NO(S)	UNIT 02	CALCULATING ·					
	TERMOB NO.	20-024					
		•					
1.00 CONDITION		*					

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NC) .		·					\$	
PROGR	AM		SINESS CUPATIO	AND OFFICE		DIVISION UNIT	02	OFFICE		
		*	•	₽		TERMOB NO). .	20-025		
1.00	CC	NDI	TION	-				٠		
	()	1.01 1.02 1.03	BASIC OFFICE TRANSCRIBING TAPE, DISC OR 200 WORDS)	MACHINE BELT WI	TH SHORT		(LESS T	'HAN "	ø
2.00	P	ERF	ORMANCI	2		v				
	<u>G</u>	ENEI)	RAL STA	TEMENT OF PERTAINSCRIBE SHEEMPLOYING THE	ORT MEMO	FROM TAP	E TO	TYPEWRI	E TTEN FORI	м_
٠	()	2.02 2.03 2.04	CONVERT WORK TYPE MEMO IN TYPE MEMO WIT	CENTER O	F PAGE	RACY			
3.00	E:	X,TEI	NT	•	¢			٠		
•	<u>G</u>]	ENE!	RAL STA	ATEMENT OF EXT SHORT MEMO TR OF EXPERT RAT EACH OPERATIO	ANSCRIBE ERS TO B	D ACCURATE COMPLET	ELY	TO APPROITHIN 15	VAL OF BOMINUTES	WITH
l	' (7	3.02	ALL SETTINGS EFFICIENEY		MATERIALS	POS	ITIONED	FOR	١
	()		CENTERED, MAR ALL ERRORS CO	GINS AND	SPACING	CORR	ECT		e

d se Ordi

	M	ISOE NO
PROGRAM BUSINESS AND OFFICE	. DIVISION 02 _	OFFICE MACHINES
USOE CODE NO(S)	UNIT 03	TRANSCRIBING
خارات بين چ و الاستان بين بين ما تعلق بين بين ما تعلق بين بين ما تعلق بين بين بين المعالفات و الوقاء الانتهام و منافق بين بين ما تعلق بين	TERMOB NO.	20-025
1.00 CONDITION		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT





MISOE	NO.		* * .				٠
PROGR	м		ESS AND OFFICE	DIVISION	02	OFFICE MACHINES	
		OCCUP	ATIONS	UNIT	04	BOOKKEEPING	
		-		TERMOB NO).	20-026	
	Age		•			4	
1.00	CONDI	TION		*,			
	()	1.02	BASIC OFFICE SUPPLIE POSTING MACHINE 25 INVOICES FILE OF ACCOUNTS REC	T.		R CARDS	(-
2.00	PERF	OR MAN C	EE ,	,			
	CENE	באד. פּת	ATEMENT OF PERFORMANC	E AND RESU	T.TIN	NG OUTCOME	
	()	2.01	POST INVOICE ITEMS T FOLLOWING OPERATIONS	O ACCOUNT	CARI	OS EMPLOYING THE	
	()		CONVERT WORK STATION	FOR TASK			· · · · ·
, , , , , , , , , , , , , , , , , , ,	, (-)		PICK UP OLD BALANCE				
~. ~	()	2.04	t and the	CSTED			
	()	2.05	ENTER NEW BALANCE	OBILD			
	•	2.00		⅓			
	•		e.	A Section 1			
3.00	EXTE	NT	•	24	*	e	
			- 3.4	<u>4</u> *	•		
	Γ	·					
8	GENE	RAL SI	TATEMENT OF EXTENT AND	EXTENT OF	RES	SULTING OUTCOME	-
		3.01	INVOICE ITEMS POSTED APPROVAL OF BOARD OF WITHIN 1 HOUR WITH E OR UNSATISFACTORY	EXPERT RA	TER	S. TO BE COMPLET	ED
	L,	3.02	ALL MACHINE SETTINGS	CORRECT	маті	ERIALS POSITIONED) i
\$	()	3.02	FOR EFFICIENCY	, continuity	*****		
	()	3.03			*	•	
	()	3.04	ACCURATELY.				٠ .
	()		ACCURATELY	Mo mppopé			
	(_)	3.06	BALANCE IS CORRECT,			•	
1			10	07			

	• .	,	ISOE NO
PROGRAM _	BUSINESS AND OFFICE	DIVISION 02 _	OFFIÇE MACHINES
USOE CODE	NO(S) OCCUPATIONS	UNIT 04	BOOKKEEPING
		TERMOB NO.	20-026
9			~
1.00 CONE	DITION		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

CENEDAL STATEMENT OF FYTENT AND FYTENT OF RESULTING OUTCOME



MISOE	NO.	 				.*
PROGRAM _		BUSINESS AND OFFICE OCCUPATIONS		DIVISION UNIT		OFFICE PRACTICE AND PROCEDURE COMMUNICATIONS
				TERMOB NO).	20-027
		9	4			
1.00	COND	[TION		٤		Þ
	()	1.02	BASIC OFFICE SUPPLIE RINGING TELEPHONE BOSS IS OUT FOR THE		- 3)	
2.00	PERF	ORMANC	D .			
	GENE	2.01 2.02 2.03	ATEMENT OF PERFORMANCE EXTEND SERVICE TO TE FOLLOWING OPERATIONS ANSWER THE PHONE TALK INTO THE MOUTHP LISTEN TO THE CALLER	LEPHONE CA : IECE	LTIN LLER	G OUTCOME EMPLOYING THE
	()	2.05	OBTAIN SUFFICIENT IN	FORMATION	FOR	MESSAGE
3.00	GENE	RAL ST	ATEMENT OF EXTENT AND SERVICE IS EXTENDED BOARD OF EXPERT RATE 5 MINUTES WITH EACH OR UNSATISFACTORY	COURTEOUSL RS. TO BE	Y TO	APPROVAL OF MPLETED WITHIN
4	()	3.03 3.04	PROMPTLY DISTINCTLY AND SLOWL ATTENTIVELY RECORDED ACCURATELY POLITELY REPLACING F	•	·Υ	

	N	MISOE NO.
		4
PROGRAM BUSINESS AND OFFICE	DIVISION 03	OFFICE PRACTICE
OCCUPATIONS	_	AND PROCEDURES
USOE CODE NO(S)	UNIT 01	COMMUNICATIONS
	TERMOB NO.	20-027
	·	
*		•
1.00 CONDITION		-

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO			
PROGRA		SINESS AND OFFICE	DIVISION 03 UNIT 01 TERMOB NO.	OFFICE PRACTICE AND PROCEDURE COMMUNICATIONS 20-028
1.00	CONDITIO	on "	-	
	() 1.0		ACE A TELEPHONE	CALL TO CANCEL
2.00	PERFORM	ANCE		
3.00	() 2.0 () 2.0 () 2.0 () 2.0 () 2.0 () 2.0	OPERATIONS: OPERA	CALL EMPLOYING TO THE PROPERTY OF THE CE SPHONE CALL	
	() 3.0 () 3.0 () 3.0	WITHIN 5 MINUTES W SATISFACTORY OR UN D2 CORRECT NUMBER OBT D3 CORRECT NUMBER DIA	CED TO CORRECT DO CORRECT DO CORRECT DO CORRECT DE CORR	ESTINATION TO . TO BE COMPLETED
	() 3.0 () 3.0 () 3.0	5 POLITELY, REPLACIN	IG PHONE GENTLY	4

	MISOE NO.					
PROGRAM BUSINESS AND OFFICE OCCUPATIONS USOE CODE NO(S)	DIVISION 03 UNIT 01	OFFICE PRACTICE AND PROCEDURE COMMUNICATIONS				
	TERMOB NO.	20-028	_			
1.00 CONDITION			•			
2.00 PERFORMANCE		*				
GENERAL STATEMENT OF PERFO	RMANCE AND RESULT	TING OUTCOME	_			

3.00 EXTENT



MISOE	NO								
PROGRA	AM		ESS AND OF ATIONS	FICE	נמט	VISION TT RMOB NO	02	OFFICE PRACTICE AND PROCEDURE PUBLIC CONTACT 20-029	
1.00	COND	ITION	*			,		<i>v</i>	6
	()	1.01 1.02	BASIC OFF CALLER WI	TICE SUPP	LIES (T APPOIN	ABLE T	'-3)		a
2.00	PERF	ORMANC	E	\$\ldots	5				
<u></u>	GENE	2.01	GREET CAI	CALLER EM	IPLOYING	THE F	OLLC	WING OPERATIONS:	
	* () * ()	2.03	ANNOUNCE	CALLER'S N	MAME, B	PINES	o, ar	ND NATURE OF VISIT	٠
3.00	EXTE	ENT	-		*			- 1	
-	GEÑE ()	ERAL ST	CALLER RI OF EXPERT MINUTES V SATISFACT	ECEIVED C RATERS. WITH EACH	COURTEOU TO BE HOPERAT	SLY TO COMPI	D API LETEI JDGEI	PROVAL OF BOARD O WITHIN 5 O AS	, a
·		3.02 3.03 3.04	POLITELY TACTFULLY AT PROPE					-	

	•				M	ISOE NO.	
		4	÷		"	٥	er e
PROGE	RAM BUS		AND OFFICE	DIVISIO	ON 03 _	OFFICE PRA	
HEOR	CODE NO	OCCI	UPATIONS	UNIT	02	AND PROCEI	
USUE	CODE NO	(3)	,,	ONLI	04 _	PUBLIC CO.	TACT:
		********		TERMOB	NO.	20-029	
1.00	CONDIT	ION			•		
2.00	PERFORM	ANCE		c		~	s.
w 15.	GENERAL	STATEM	ENT OF PERFO	RMANCE AN	D RESULT	TING OUTCOME	¢.

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

EXTENT

3.00

MISOE	NO.		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	e e		y		
PROGR	MAM		ESS AND OFFICE ATIONS	DIVISION UNIT TERMOB NO	02	OFFICE PRACTICE AND PROCEDURES PUBLIC CONTACT		
1.00	COND	ITION				•		
,	()	1.01 1.02 1.03	FOR WHICH YOU	R WITH COMPLAI ARE NOT RESPON	NT SIB	LE		
2.00	00 PERFORMANCE							
	GENE	RAL ST	ATEMENT OF PERFORM RECEIVE CALLER EMI	ANCE AND RESUL PLOYING THE FO	TIN	G OUTCOME WING OPERATIONS:		
	()	2.02 2.03 2.04	EXPLAIN THAT CALL	ER IS IN THE W	RON	G OFFICE		
3.00	EXTE	NT				•		
	GENE		ATEMENT OF EXTENT OF CALLER RECEIVED COUNTY OF EXPERT RATERS. WITH EACH OPERATION OF EXPERT OF E	OURTEOUSLY TO TO BE COMPLE	APP. TED	ROVAL OF BOARD WITHIN 5 MINUTES		
	()	3.02 3.03 3.04	TACTFULLY	ENT WITH COURT	esy	GIVING EXPLICIT		

	MIS	OE NO.
PROGRAM BUSINESS AND OFFICE OCCUPATIONS USOE CODE NO(S)	DIVISION 03 UNIT 02 TERMOB NO.	OFFICE PRACTICE AND PROCEDURE PUBLIC CONTACT 20-030
1.00 CONDITION		
2.00 PERFORMANCE	•	***
GENERAL STATEMENT OF PERI	FORMANCE AND RESULTIN	IG OUTCOME
3.00 EXTENT		

MISOE	NO.			٠				
PROGRAM _		BUSINESS AND OFFICE OCCUPATIONS		UNIT	03	OFFICE PRAMAND PROCEDI	IRE	
		ب		TERMOB NO	•	20-031		
1.00	COND	ITION			9		,	
	()	1.02	BASIC OFFICE SUPPLI 25 ASSORTED PIECES WEIGHING SCALE			SENT OUT		
2.00	PERF	ORMANC	E					40
	GENE	RAL ST	ATEMENT OF PERFORMAN PREPARE MAIL TO BE FOLLOWING OPERATION	SENT OUT EM	LTIN PLOY	OUTCOME VING THE		
	()		SELECT METHOD OF TR FILL OUT REQUIRED T				Jest Company	
3.00	EXTE	INT						
	GENE	RAL ST	ATEMENT OF EXTENT AN MAIL PREPARED TO BE OF BOARD OF EXPERT 1 HOUR WITH EACH OP OR UNSATISFACTORY	SENT OUT N	EATI BE	LY TO APPROV COMPLETED W	AL ITHIN	*
			MOST EFFICIENT METH NEATLY AND ACCURATE)			٥

A	•	
PROGRAM BUSINESS AND OFFICE	DIVISION 03	OFFICE PRACTICE
OCCUPATIONS		AND PROCEDURE
USOE CODE NO(S)	UNIT 03	MAIL
·	TERMOB NO.	20-031
		•
1.00 CONDITION	υ	••

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.				*		•	
PROGRAM		BUSINESS AND OFFICE OCCUPATIONS		DIVISION UNIT TERMOB NO	03 OFFICE I AND PROC MAIL 20-032			
1.00	COND	LTION		-			٠	
	()		BASIC OFFICE SU 25 PIECES OF IN		-3)	•	© .	· •
2.00	PERF	ORMANC	E					
	GENE	RAL ST	ATEMENT OF PERFO DISTRIBUTE MAIL	RMANCE AND RESU	LTIN FOLL	G OUTCOM	<u>Œ</u> ERATIONS	3:
•	()	2.03	CONVERT WORK ST OPEN MAIL DATE STAMP MAIL DISTRIBUTE MAIL	_	*			- 1
3.00	EXTE	NT				#	٠ د	•
	GENE	RAL ST	EXPERT RATERS T	D ACCURATELY TO	APP WITH	PROVAL OF IIN 30 MI	F BOARD (INUTES W:	ITH
	()	3.02 3.03 3.04 3.05	NEATLY, WITHOUT	DESTROYING CONGES	IENC TENI	Y S OF PAC	жages	

	MISOE NO.			
PROGRAM BUSINESS AND OFFICE OCCUPATIONS USOE CODE NO(S)	DIVISION 03 UNIT 03	OFFICE PRACTICE AND PROCEDURE MAIL		
TOTAL STATE OF THE PARTY OF THE	TERMOB NO.	20-032		
1.00 CONDITION				

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.	<u> </u>		, , ,		٠ •	
PROGRA	AM	BUSIN OCCUP	DIVISION 03		OFFICE PRACTICE AND PROCEDURE		
				UNIT	04	CASHIERING	
		•		TERMOB NO),	20-033	
-1			*				
1.00	CONDI	TION				<u>,</u>	
	()	1.02	BASIC OFFICE SUPPL CASH REGISTER CASH CUSTOMER WITH	4	-3)		
				•			
2.00	PERF	ORMANO	ee '			•	
	, .	- 23	·			·	
	GENE	RAL ST 2.01	ATEMENT OF PERFORMA EXTEND SERVICE TO OPERATIONS:	NCE AND RESU CUSTOMER EMP	LTIÑ LOYI	NG OUTCOME ING THE FOLLOWING	
			OF DIGHT TOND :			<u> </u>	
•		2.02 2.03 2.04	ENTER AMOUNT OF PU	RCHASES ON R	EGIS	STER	
	()	2.05	MAKE CHANGE				
	()	2.06	WRAP PACKAGES TERMINATE TRANSACT	TON	- 、		4
		2.01	IDM: TIMOROT	LOIA "			¢' >
3.00	EXTE	NT	av.	<i>(-</i>			
	<u> </u>					·	_
	GENE	RAL ST	SERVICE IS EXTENDE OF EXPERT RATERS. WITH EACH OPERATION	D COURTEOUSL TO BE COMPL	Y TO ETEL	O APPROVAL OF BOARD O WITHIN 10 MINUTES	
•	()	3.03 3.04 3.05 3.06	POLITELY ACCURATELY, NO ERR ACCURATELY, SUM IS ACCURATELY, NO ERR NEATLY POLITELY	CORRECT			



PROGRAM BUSINESS AND OFFICE	DIVISION 03	OFFICE PRACTICE
SOE CODE NO(S)	UNIT 04	AND PROCEDURE CASHIERING
	TERMOB NO.	20-033
	•	
1.00 CONDITION	u .	

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	· ·	*	
PROGRA		ESS AND OFFICE, ATIONS	DIVISION 03 UNIT 04	OFFICE PRACTICE AND PROCEDURE CASHIERING
			TERMOB NO.	20-034
1.00	CONDITION	·		. .
	() 1.02	BASIC OFFICE SUPPI CASH REGISTER		• •
	() 1.03	CREDIT CUSTOMER WI	TH PURCHABES	
2.00	PERFORMANC	E		
:	<u> </u>		<u>. </u>	
	GENERAL ST	EXTEMENT OF PERFORMA EXTEND SERVICE TO OPERATIONS:	NCE AND RESULTING CUSTOMER EMPLOYI	IG OUTCOME ING THE FOLLOWING
	() 2.05 () 2.06	GREET CUSTOMER ENTER AMOUNT OF PU COMPUTE TOTAL FILL OUT CREDIT IN OBTAIN CUSTOMER'S WRAP PACKAGES TERMINATE TRANSACT	VOICE SIGNATURE	PER
3.00	EXTENT	3 3 4 5 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	٠.	
		-8		THE MENTS OF THE COMP
ų. T	() 3.01	SERVICE IS EXTENDED OF EXPERT RATERS. WITH EACH OPERATION UNSATISFACTORY	D COURTEOUSLY TO TO BE COMPLETED	APPROVAL OF BOARD WITHIN 10 MINUTES
*	() 3.04 () 3.05 () 3.06	POLITELY ACCURATELY, NO ERF ACCURATELY, SUM IS ACCURATELY, NO ERF TACTFULLY NEATLY	CORRECT	
			23	



PROGRAM BUSINESS AND OFFICE OCCUPATIONS USOE CODE NO(S)	DIVISION 03	OFFICE PRACTICE AND PROCEDURE CASHIERING
	TERMOB NO.	. 20-034
1.00 CONDITION	-	

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.		·				
PROGRAM BUSI		BUSINESS AND OFFICE		DIVISION	04	STENOGRAPHY	
			OCCUPATIONS	UNIT	01	DICTATION	
		.)	¥	TERMOB NO	•	20-035	o
1.00	COND	ITION		د د د		e.	
- · · · · · · · · · · · · · · · · · · ·	()	1.01	BASIC OFFICE SUPP SHORT BUSINESS L	PLIES (TABLE TETTER DICTATED	-3) (50	0-70 WORDS)	
2:00	PERF	ORMANC	PE				
	GENE	RAL ST	ATEMENT OF PERFOR	MANCE AND RESU	LTIN	NG OUTCOME	
	()	2.01		BUSINESS LETT	ER I	EMPLOYING THE	•
e e	()		CONVERT WORK STA				
	()		STENOGRAPH LETTE READ LETTER BACK		ENT	SPEED	* •
		4					."
3.00	EXTE	ENT			•		•
	GENE	3.01	ATEMENT OF EXTENT SHORT BUSINESS L APPROVAL OF BOAR WITHIN 10 MINUTE SATISFACTORY OR SIT FACING THE D MORE THAN 80 WOR IN A CLEAR, EVEN	ETTER IS STENO D OF EXPERT RA' S WITH EACH OP UNSATISFACTORY ICTATOR, SPARE DS PER MINUTE	GRAI TERS ERAS PEI FOR	PHED NEATLY TO TO BE COMPLITION JUDGED AS NCILS HANDY DICTATION TIME	- ETED

		•	MIDOR HO.	
PROGRAM	BUSINESS AND OFFICE	DIVISION 04	STENOGRAPHY	-,
USOE CODE	OCCUPATIONS NO(S)	UNIT 01°	DICTATION	*
€		TERMOB NO.	20-035	
-	ę.		, , , , , , , , , , , , , , , , , , ,	
1.00 CON	IDTTTON		٠	10 mg

GENERAL STATEMENT OF PERFORMANCE AND RESULTING CUTCOME

3.00 EXTENT

-MISOE	NO.		· · · · · · · · · · · · · · · · · · ·		•
PROGR	AM		ESS AND OFFICE		STENOGRAPHY
*		ů		UNIT 01	DICTATION
				TERMOB NO.	20-036
	ت	٠			
1.00	COND	ITION		٠	1
	()	1.01	BASIC OFFICE SUPPL 500 WORD REPORT DI	IES (TABLE T-3) CTATED	<i>a</i>
2.00	PERF	ORMANC	E		e state
	GENE	RAL ST 2.01	ATEMENT OF PERFORMA STENOGRAPH REPORT	NCE AND RESULTI EMPLOYING THE F	NG OUTCOME OLLOWING OPERATIONS:
v	()	2.03	CONVERT WORK STATI STENOGRAPH REPORT READ REPORT BACK	ON FOR TASK AT A PROFICIENT	SPEED
3.00	EXTE	ent _e	,		•
	GENE	erat. Št	ATEMENT OF EXTENT A	ND EXTENT OF RE	SULTING OUTCOME
	(7)	3.01	PEDORT IS STENOGRA	PHED NEATLY TO TO BE COMPLETE	ED WITHIN 40 MINUTES
	()	3.02	SIT FACING DICTATO	PER MINUTE FOR	R DICTATION TIME

	. ,	1 4	MISOE NO.
PROGRAM _	BUSINESS AND OFFICE	DIVISION 04 _	STENOGRAPHY
USOE CODE	NO(S) OCCUPATIONS	UNIT 01	DICTATION
		TERMOB NO.	20-036
1.00 CON	DITION	*	

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	÷			
PROGRA	AM BUSIN	ESS AND OFFICE	_ DIVIS	SION 04	STENOGRAPHY
0	OCCUP	ATIONS	- UNIT	[*] 02	TRANSCRIPTION
é		A II	0112.1	02	TRANSCRIPTION
171	roje V	· -	TERMO	DB NO.	20-037
,	" &		-	•.	•
	-	•			ų
1.00	CONDITION		•		4
	() 1.01	BASIC OFFICE SUI STENOGRAPHED SHO TRANSCRIBED,	ORT BUSINES	S LETTER	WHICH, WHEN
•	•				Ú.
9		e de la companya de l	g a		
2.00	PERFORMANC	.us ·	<i>b</i>	ي ي	~ ~
	65 ° 1.				6
3.00	() 2.01 () 2.02 () 2.03 () 2.04 () 2.05	TRANSCRIBE SHORE TRANSCRIBE SHORE EMPLOYING THE FORE CONVERT WORK STATES IN CONVERT IN CONVERT WORK STATES IN CONVERT WITH TYPE LETTER AT TYPE LETTER WITH	F BUSINESS OLLOWING OP ATION FOR T CENTER OF P PROFICIENT	LETTER TERMINATIONS PASK PAGE SPEED	O TYPEWRITTEN FORM
-	GENERAL ST	SHORT BUSINESS APPROVAL OF BOA WITHIN 15 MINUT SATISFACTORY OR	LETTER IS F RD OF EXPER ES WITH EAC	ACCURATEI RT RATERS TH OPERA!	LY TRANSCRIBED TO B. TO BE COMPLETED
*	() 3.02 () 3.03 () 3.04 () 3.05	FOR EFFICIEN CENTERED WITH M MORE THAN 50 WO	CY ARGINS AND RDS PER MIN	SPACING	CORRECT

		ILBOD NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 04	STENOGRAPHY
USOE CODE NO(S) OCCUPATIONS	UNIT 02	TRANSCRIPTION
	TERMOB NO.	20-037
		L
1.00 CONDITION	, "	•

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.				•		v		v
PROGRI	MM		ESS AND OFFICE	<u>3</u>	DIVISIO	N 04	STENOGR	APHY	
	-	OCCUP	ATIONS		UNIT	02	TRANSCR	IPTION	
		,	•						
				*	TERMOB	NO.	20-038	 	
		·		¥		-	•		
1.00	COND	ITION					•	42	٠
	()	1.01		SUPPLIES 500 WORD	(TABLE REPORT	T-3)	. :	-	
2.00	PERF	ORMANC	E ,	• 0	<i>a</i>		•	U	÷ •
o o	GENE	2.01	TRANSCRIBE RITHE FOLLOWING	EPORT TO G OPERATI	TYPEWRI ONS:	iven i	FORM EMPL	ÖYING	
	()	2.02		STATION	FOR TAS	K			
•		2.03	TYPE REPORT	AT PROFIC	IENT SP	EED	-		ŧ
•	(),	2.05	TYPE REPORT	WITH ACCE	PTABLE	ACCURI	YCA (2	٠٠, پ
3.00	EXTE	ENT	۸	•	÷		i o u	v	
	•	· · · · · · · · · · · · · · · · · · ·		., : <u>:</u>					
√ g ⊗	GENE	RAL ST	REPORT IS ACOUNT OF EXPERT RAWITH EACH OP UNSATISFACTO	CURATELY TERS. TO ERATION J	TRANSCR BE COM	IBED : PLETE!	TO APPROV D WITHIN	AL OF 1 HOUR	BUARD
	()	3.02 3.03 3.04 3.05	MORE THAN 50	Y H MARGINS WORDS PI	AND SP	ACING	CORRECT	4	
	()	J. 45							

	M	IISOE NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 04	STENOGRAPHY
USOE CODE NO(S)	UNIT 02	TRANSCRIPTION
والمتعادلين والمتع	TERMOB NO.	20-038
1.00 CONDITION	*	

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	 		,	•
PROGR	ДМ		ESS AND OFFICE ATIONS	DIVISION 05 UNIT 01 TERMOB NO.	PREPARATION 20-039
1.00	COND	ITION		*	
,	()	1.01	BASIC OFFICE SUPPLI EMPLOYEE TIME CARDS		
2.00	- PERF	ORMANO	DE		. •
v	GENE	RAL ST	PREPARE A PAYROLL I	NCE AND RESULTI	ING OUTCOME VING THE FOLLOWING
		2.02 2.03 2.04 2.05	COMPUTE DEDUCTIONS	CH EMPLOYEE FOR EACH EMPLO	OYEE ISTER
3.00	EXTE	ENT		· ·	
	GENE	ERAL ST	PATEMENT OF EXTENT AND PAYROLL REGISTER IS TO APPROVAL OF BOARD COMPLETED WITHIN 1	F PREPARED NEAT RD OF EXPERT RA	TLY AND ACCURATELY ATERS. TO BE I OPERATION JUDGED

*		5-6			WT	SUE NU.		
PROGRAM _	BUSIN	ESS AND O		DIVISION	05	RECORDKE	EPING	
tsoe code	NO(S)	OCCUPATI	ONS	UNIT ,	01 _	PREPARATI	ON	
,	•		•	TERMOB NO	· _	20-039	*	
,				*				
1.00 CON	DITION	,		0 %		ð	•	•
· .			•	~	• [
	€.·				v	•	*	٤

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.						a p
PROGR	AM		ESS AND OFFICE	DIVISION	05	RECORDKEEPING	1
	· ·	OCCUP	ATIONS	Unit	02	POSTING	
*				TERMOB NO	١.	20-040	
		4.	•	1916100 110		20-040	
	•		٠٠				
1.00	COND	ITION					
•	()	1.01	BASIC OFFICE SUPPI PAYROLL REGISTER	LIES (TABLE T FOR 15 EMPLOY	-3) EES		
2.00	PERF	ORMANC	E				
				<u> </u>			
	GENE	RAL ST 2.01	PATEMENT OF PERFORM POST PAY INFORMATEMPLOYEE EMPLOYING	ION TO EARNIN	GS_I	RECORD FOR EACH	
-	()	2.03	CONVERT WORK STATE ENTER DATE ENTER GROSS PAY ENTER DEDUCTIONS ENTER NET PAY	ION FOR TASK	,		
	' marma	1870M		*		•	
3.00	EXTE	int.	· · · · · · · · · · · · · · · · · · ·			خ	
	GENE	3.01	PAY INFORMATION I AND ACCURATELY TO TO BE COMPLETED W JUDGED AS SATISFA	S POSTED TO E APPROVAL OF ITHIN 1 HOUR	ARN: BOA! WIT!	INGS RECORD NEATLY RD OF EXPERT RATE H EACH OPERATION	Y Rs.
		3.04 3.05	MATERIALS POSITIO ACCURATELY, NO ER ACCURATELY, NO ER ACCURATELY, NO ER	RORS RORS RORS	IEN(ĊY	

M	MISOE			
B	MISOE	NO.		

PROGI	RAM	BUSIN	ESS AND	OFFICE	DIVISIO	ON 05	RECORDKE	EPING	
USOE		NO(S)	OCCUPA	TIONS	UNIT	02	POSTING		
			T q		TERMOB	NO.	20-040		
h						_			>
	4		 	 			8		

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

PROGRAM BUSINESS AND OFFICE OCCUPATIONS UNIT 02 POSTING TERMOB NO. 02-041 1,00 CONDITION () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3) () 1.02 VARIOUS JOURNALS WITH 25 ENTRIES TO BE POSTED,	MISOE	NO.	<u> </u>			4
TERMOB NO. O2-041 1.00 CONDITION () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3) () 1.02 VARIOUS JOURNALS WITH 25 ENTRIES TO BE POSTED,	PROGR	AM			DIVISION 05	RECORDKEEPING
1.00 CONDITION (OCCUP	ATTONS	UNIT 02	POSTING
() 1.01 BASIC OFFICE SUPPLIES (TABLE T-3) () 1.02 VARIOUS JOURNALS WITH 25 ENTRIES TO BE POSTED,					TERMOB NO.	02-041
() 1.01 BASIC OFFICE SUPPLIES (TABLE T-3) () 1.02 VARIOUS JOURNALS WITH 25 ENTRIES TO BE POSTED,			** .		.v	•
JOURNALS WITH 25 ENTRIES TO BE POSTED, JOURNALS INCLUDE BUT ARE NOT LIMITED TO: () 1.03 CASH RECEIPTS JOURNAL () 1.04 CASH DISBURSEMENT JOURNAL () 1.05 SALES JOURNAL () 1.06 PURCHASE JOURNAL () 1.07 PAYROLL JOURNAL () 1.08 LEDGER 2.00 PERFORMANCE GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME () 2.01 POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER EMPLOYING THE FOLLOWING PROCEDURE: () 2.02 CONVERT WORK STATION FOR TASK () 2.03 ENTER CREDIT OR DEBIT AMOUNT () 2.04 ENTER DATE () 2.05 ENTER EXPLANATION () 2.06 ENTER POSTING REFERENCE IN LEDGER () 2.07 ENTER POSTING REFERENCE IN JOURNAL 3.00 EXTENT GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME () 3.01 DATA ACCURATELY POSTED TO PROPER ACCOUNTS IN LEDGER WITHIN 1 1/2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY () 3.02 MATERIALS POSITIONED FOR EFFICIENCY () 3.03 IN PROPER COLUMN () 3.04 IN PROPER COLUMN () 3.05 IN PROPER COLUMN () 3.06 ENTER JOURNAL AND PAGE NUMBER IN PROPER COLUMN () 3.07 ENTER LEDGER ACCOUNT NUMBER IN PROPER COLUMN () 3.07 ENTER LEDGER ACCOUNT NUMBER IN PROPER COLUMN () 3.07 ENTER LEDGER ACCOUNT NUMBER IN PROPER COLUMN	1.00	COND	ITION			
1.04 CASH DISBURSEMENT JOURNAL 1.05 SALES JOURNAL 1.06 PURCHASE JOURNAL 1.07 PAYROLL JOURNAL 1.07 PAYROLL JOURNAL 1.08 LEDGER 1.08 LEDGER 1.08 LEDGER 1.09 PERFORMANCE 1.08 LEDGER 1.09 PERFORMANCE 1.08 LEDGER 1.09 PERFORMANCE 1.00 PE		()	1.02	VARIOUS JOURNALS WI JOURNALS INCLUDE	TH 25 ENTRIES T BUT ARE NOT LI	TO BE POSTED,
GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME () 2.01 POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER EMPLOYING THE FOLLOWING PROCEDURE: () 2.02 CONVERT WORK STATION FOR TASK () 2.03 ENTER CREDIT OR DEBIT AMOUNT () 2.04 ENTER DATE () 2.05 ENTER EYPLANATION () 2.06 ENTER POSTING REFERENCE IN LEDGER () 2.07 ENTER POSTING REFERENCE IN JOURNAL 3.00 EXTENT GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME () 3.01 DATA ACCURATELY POSTED TO PROPER ACCOUNTS IN LEDGER TO APPROVAL OF EDARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 1/2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY () 3.02 MATERIALS POSITIONED FOR EFFICIENCY () 3.03 IN PROPER COLUMN () 3.04 IN PROPER COLUMN () 3.05 IN PROPER COLUMN () 3.06 ENTER JOURNAL AND PAGE NUMBER IN PROPER COLUMN () 3.07 ENTER LEDGER ACCOUNT NUMBER IN PROPER COLUMN		()	1.04	CASH DISBURSEMENT J SALES JOURNAL	OURNAL	
GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME () 2.01 POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER EMPLOYING THE FOLLOWING PROCEDURE: () 2.02 CONVERT WORK STATION FOR TASK () 2.03 ENTER CREDIT OR DEBIT AMOUNT () 2.04 ENTER DATE () 2.05 ENTER EXPLANATION () 2.06 ENTER POSTING REFERENCE IN LEDGER () 2.07 ENTER POSTING REFERENCE IN JOURNAL 3.00 EXTENT GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME () 3.01 DATA ACCURATELY POSTED TO PROPER ACCOUNTS IN LEDGER TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 1/2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY () 3.02 MATERIALS POSITIONED FOR EFFICIENCY () 3.03 IN PROPER COLUMN () 3.04 IN PROPER COLUMN () 3.05 IN PROPER COLUMN () 3.06 ENTER JOURNAL AND PAGE NUMBER IN PROPER COLUMN () 3.07 ENTER LEDGER ACCOUNT NUMBER IN PROPER COLUMN	4.0	()	1.07	PAYROLL JOURNAL	· · · · · · · · · · · · · · · · · · ·	
C 2.01 POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER EMPLOYING THE FOLLOWING PROCEDURE: () 2.02 CONVERT WORK STATION FOR TASK () 2.03 ENTER CREDIT OR DEBIT AMOUNT () 2.04 ENTER DATE () 2.05 ENTER EXPLANATION () 2.06 ENTER POSTING REFERENCE IN LEDGER () 2.07 ENTER POSTING REFERENCE IN JOURNAL 3.00 EXTENT	2.00	PERF	FORMANC	Œ		
C 2.01 POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER EMPLOYING THE FOLLOWING PROCEDURE: () 2.02 CONVERT WORK STATION FOR TASK () 2.03 ENTER CREDIT OR DEBIT AMOUNT () 2.04 ENTER DATE () 2.05 ENTER EXPLANATION () 2.06 ENTER POSTING REFERENCE IN LEDGER () 2.07 ENTER POSTING REFERENCE IN JOURNAL 3.00 EXTENT			ت <u>_</u>		· · · · · · · · · · · · · · · · · · ·	
C 2.01 POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER EMPLOYING THE FOLLOWING PROCEDURE: () 2.02 CONVERT WORK STATION FOR TASK () 2.03 ENTER CREDIT OR DEBIT AMOUNT () 2.04 ENTER DATE () 2.05 ENTER EXPLANATION () 2.06 ENTER POSTING REFERENCE IN LEDGER () 2.07 ENTER POSTING REFERENCE IN JOURNAL 3.00 EXTENT		GENE	ERAT. ST	ATEMENT OF PERFORMAN	CE AND RESULTI	NG OUTCOME
() 2:03 ENTER CREDIT OR DEBIT AMOUNT () 2:04 ENTER DATE () 2:05 ENTER EXPLANATION () 2:06 ENTER POSTING REFERENCE IN LEDGER () 2:07 ENTER POSTING REFERENCE IN JOURNAL 3.00 EXTENT GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME () 3:01 DATA ACCURATELY POSTED TO PROPER ACCOUNTS IN LEDGER TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 1/2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY () 3:02 MATERIALS POSITIONED FOR EFFICIENCY () 3:03 IN PROPER COLUMN () 3:05 IN PROPER COLUMN () 3:05 IN PROPER COLUMN () 3:06 ENTER JOURNAL AND PAGE NUMBER IN PROPER COLUMN () 3:07 ENTER LEDGER ACCOUNT NUMBER IN PROPER COLUMN	•	()		POST DATA FROM VARI	OUS JOURNALS TO	O APPROPRIATE
() 2.05 ENTER EXPLANATION () 2.06 ENTER POSTING REFERENCE IN LEDGER () 2.07 ENTER POSTING REFERENCE IN JOURNAL 3.00 EXTENT GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME () 3.01 DATA ACCURATELY POSTED TO PROPER ACCOUNTS IN LEDGER TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 1/2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY () 3.02 MATERIALS POSITIONED FOR EFFICIENCY () 3.03 IN PROPER COLUMN () 3.04 IN PROPER COLUMN () 3.05 IN PROPER COLUMN () 3.05 IN PROPER COLUMN () 3.06 ENTER JOURNAL AND PAGE NUMBER IN PROPER COLUMN () 3.07 ENTER LEDGER ACCOUNT NUMBER IN PROPER COLUMN			2:03	ENTER CREDIT OR DEB	N FOR TASK IT AMOUNT	40
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PROGRAM BUSINESS AND OFFICE	DIVISION 05	RECORDKEEPING
USOE CODE NO(S) OCCUPATIONS	UNIT 02	POSTING
·	TERMOB NO.	20-041
1.00 CONDITION		
1.00 CONDITION		•

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

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PROGRA	AM		ESS AND ATIONS	OFFICE	DIVISIO	N 05	RECORDKEEPING
		00001	71110110		UNIT	02	POSTING
				υ .	TERMOB	NO.	20-042
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1.00	COND	ITION		a g		-	\$ - \$ 2
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2.00	PERF	ORMANO	E		₹ 		•
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*	GENE	2.01	POST D	OF PERFORMAN ATA FROM GENE GER EMPLOYING	RAL JOURN	AL TO	APPROPRIATE ACCOUNTS
	L	2.02		T WORK STATIC			<u></u>
	()	2.03		CREDIT OR DEE	IT AMOUNT	· · ·	
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3.00	EXT	ENT			·	ė.	
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	GENI	ERAL ST	PATEMENT	OF EXTENT AN	ID EXTENT	OF RES	SULTING OUTCOME ACCOUNTS IN LEDGER
	10	3.01	TO APP	ROVAL OF BOAF	D OF EXPE	RT RAI	TERS. TO BE COMPLETED
			WITHIN	45 MINUTES V ACTORY OR UNS	ITH EACH	OPERA	TION JUDGED AS
	1	3.02	MATERI	ALS POSITIONE	D FOR EFF	ICIEN	CY
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PROGRAM BUSINESS AND OFFICE	DIVISION 05	RECORDKEEPING
USOE CODE NO(S) OCCUPATIONS	UNIT 02	POSTING
	TERMOB NO.	20-042
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1.00 CONDITION	ş	

. MISOE NO.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



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				UNIT	03	FILING	
			*	TERMOB NO	Ď•	20-043	
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	()	1.03	GEOGRAPHIC FILE	•			
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3.00	() () ()	2.01 2.02 2.03 2.04 ENT	CONVERT WORK STATION SORT ITEMS FILE ITEMS  PATEMENT OF EXTENT AND ITEMS FILED ACCURATE BOARD OF EXPERT RATE MINUTES WITH EACH OF OR UNSATISFACTORY	E THE FOLLO FOR TASK  D EXTENT OF ELY WITH NO ERS. TO BE PERATION JU	RES ERR COM	OPERATIONS OPERATIONS OPERATIONS OPERATIONS OPERATIONS	OME OVAL OF IN 20
3.00	() () ()	2.01 2.02 2.03 2.04 ENT	CONVERT WORK STATION SORT ITEMS FILE ITEMS  PATEMENT OF EXTENT AND ITEMS FILED ACCURATE BOARD OF EXPERT RATE MINUTES WITH EACH OF OR UNSATISFACTORY  MATERIALS POSITIONER	E THE FOLLO FOR TASK  EXTENT OF ELY WITH NO ERS. TO BE PERATION JU	RES ERR COM	OPERATIONS OPERATIONS OPERATIONS OPERATIONS OPERATIONS	COME COVAL OF IN 20 CTORY

ROGRAM BUSINESS A		DIVISION 05 _	RECORDKEEPING
SOE CODE NO(S)	PATIONS	UNIT 03	FILING
****		TERMOB NO.	20-043
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2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

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PROGR	AM		ESS AND OFFICE	DIAISION	, 05	RECORL	REEPING	<u></u>
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				TERMOB N	10.	20-044		·
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1.00	COND	ITION		0			•	-
	()	1.02	BASIC OFFICE SUPPLIES 25 ITEMS TO DE FILED ALPHABETIC NAME FILE	(TABLE	r-3)		•	
2.00	PERF	ORMANC	ZE	٠				- й
:	()	2.01	FILE ITEMS EMPLOYING CONVERT WORK STATION SORT ITEMS			OPERA	rions:	* **
	( ) ₁	2.04		<b>, \$</b> €		6 a		6 0
3.00	EXTE	ent .	u	<b>*</b>	• • •	***************************************	đ	7
	GENE	DAT. ST	TATEMENT OF EXTENT AND	EXTENT O	F RES	SULTING	OUTCOM	3
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PROGI	RAM BUSINESS AND OFFICE	DIVISION 05	RECORDKEEPING	
USOE	CODE NO(S) OCCUPATIONS	UNIT 03	FILING	
		TERMOB NO.	20-044	<del></del>
1.00	CONDITION		•	
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No.				£.
3.00	EXTENT			
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			TERMOB NO.	20_045
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1.00	CONDITION	C		
	() 1.01	BASIC OFFICE SUPPLIES	S (TABLE T-3)	
		25 ITEMS TO BE FILED		· •
	() 1.03	NUMERIC FILE	= •	
2.00	PERFORMANC	· !E		
2.00	t Diff Orangia	4		
	-	ATEMENT OF PERFORMANCE	s and deciters	IC OUTCOME
	() 2.01	FILE ITEMS EMPLOYING	THE FOLLOWING	OPERATIONS:
	. , 2.02			
•	() 2.02	CONVERT WORK STATION	FOR TASK	
	() 2.03	SORT ITEMS	*	
	() 2.04	FILE ITEMS POST ALPHABETIC CARD	TTT.T	
	( ) 2.05	POSI ADPHABETIC CARD	E TIM	
	ţ,		No.	*
3.00	EXTENT	;	*	
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	<u> </u>			
	GENERAL ST	ATEMENT OF EXTENT AND	EXTENT OF RES	SULTING OUTCOME
	() 3.01	ITEMS FILED ACCURATE	LY WITH NO ERI	RORS TO APPROVAL OF
		BOARD OF EXPERT RATE	RS. TO BE CO	MPLETED WITHIN 20
	હ	MINUTES WITH EACH OP	ERATION JUDGE	AS SATISFACTORY
	,	OR UNSATISFACTORY		
	() 3.02	MATERIALS POSITIONED	FOR EFFICIEN	CY
	() 3.03	NEATLY AND ACCURATEL		•
ē.	(.) 3.04			
	() 3.05	NEATLY, WITH NO ERRO	RS	-

•	1	MISOE NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 05	RECORDKEEPING
USOE CODE NO(S) OCCUPATIONS	UNIT 03	FILING
	TERMOB NO.	20-045
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1.00 CONDITION	٠	

PERFORMANCE 2.00

3.00 EXTENT

MISOE	NO.				•	197	`*
PROGR	AM		ESS AND OFF	TCE	DIVISION 0		PING
					UNIT 0	3 FILING	<u></u>
	** * '			de .	TERMOB NO.	20-046	•
	3						•
1.00	COND	ITION.	•	¥ .		<b>V</b>	
	()	1.01 1.02 1.03 1.04	25 ITEMS T	O BE FILED SUBJECT FI	LE	• •	-
2.00	PERF	ormanc	<b>15</b>	-			
			ATEMENT OF	PERFORMANCE	AND RESULT	ING OUTCOME	16.
	( t )	2.01	FILE ITEMS	EMPLOYING	THE FOLLOWI	NG OPERATION	<b>10</b> :
		2.02	SORT ITEMS		FOR TASK		
×	_ ( )	2.04	FILE ITEMS	• · · ·	ف		
3.00	EXTE	NT	-				
			-		1		2000
· ·	; GENE	RAL ST 3.01	ITEMS FILE	ED ACCURATEI EXPERT RATEI ITH EACH OPI	LY WITH NO E	ESULTING OUT TRORS TO API COMPLETED WITH SED AS SATIST	PROVAL OF THIN 20
[	()	3.02 3.03 3.04	NEATLY AND	D ACCURATELY	FOR EFFICIE	ENCY	
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PROGRAM _	BUSINESS AND OFFICE	DIVISION 05	RECORDKEEPING	······································
USOE CODE	OCCUPATIONS NO(S)	UNIT 03	FILING	
		TERMOB NO.	20-046	
1.00 ๓	IDITION		à	<b>4</b>

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

### 3.00 EXTENT



MISOE	NO.				
PROGR		USINESS AND OFFICE	DIVISIO	ON 05	RECORDKEEPING
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•			TERMOB	NO.	20-047
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<i>t</i> .					· • • • • • • • • • • • • • • • • • • •
1.00	CONDITI	CON			
•	() 1.	.01 LOCKING STRONGE .02 RECEIPTS .03 PETTY CASH JOUR			
	\		·		
2.00	PERFORM	AANCE			
	() 2.	STATEMENT OF PERFORMANCE OF SET UP PETTY CAMPACTURE OPERATIONS:	SH SYSTEM EMP		
	() 2	.03 POST PETTY CASH	JOURNAL		
3.00	EXTENT			·	
	GENERAL	STATEMENT OF EXTEN	T AND EXTENT	OF RES	ULTING OUTCOME
		01 PETTY CASH SYST EXPERT RATERS.	EM IS SET UP TO BE COMPLE	TO APP TED WI	ROVAL OF BOARD OF THIN 1 HOUR WITH ORY OR UNSATISFACTORY
•	() 3.	02 SUFFICIENT AMOU	NT OF CASH OB	TAINED	AND LOCKED IN
	( ) 3	.03 EXACT AMOUNT REGULATION OF THE CO.	CEIVED IS POS	TED TO	CREDIT SIDE OF

	•	MISOE NO.
		2
PROGRAM BUSINESS AND OFFICE	DIVISION 05	RECORDKEEPING
USOE CODE NO(S) OCCUPATIONS	UNIT 04	MONEYHANDLING
	TERMOB NO.	20-047
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1.00 CONDITION		•

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.	<del>-</del>			
PROGR	AM		ESS AND OFFICE	DIVISION 05	RECORDKEEPING
				UNIT 04	MONEY HANDLING
•	,	s.	•	TERMOB NO.	20-048
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1.00	CONI	DITION			
"- 	()	1.01	OPERATIVE PETTY CASH RECEIPTS	SYSTEM INCLUI	DING:
د پائو	( )	1.03	PETTY CASH JOURNAL PEN		
		* -	e e		
2.00	PERI	PORMANC	<b>E</b>		
•		-	<u> </u>		
	GENE	RAL ST	ATEMENT OF PERFORMANC	E AND RESULTII	NG OUTCOME
	7)	2.01	MAINTAIN PETTY CASH OPERATIONS:	SYSTEM EMPLOY:	ING THE FOLLOWING
· (	()	2.02	ACCEPT RECEIPT		
	( )	2.03	ISSUE MONEY POST PETTY CASH JOUR	NINT.	•
	63	2.05	DEPOSIT MONEY	TAST1	
	( )	2.06	POST PETTY CASH JOUR	NAL	•
	( ).	2.07	RULE AND BALANCE JOU	RNAT.	
3.00	EXT	ent	•		
4					:
	GENI	ERAL ST	ATEMENT OF EXTENT AND	EXTENT OF RE	SULTING OUTCOME
	()	3.01		MAINTAINED TO O BE COMPLETE	O APPROVAL OF BOARD D WITHIN 1 1/2 HOURS
	4	3.02	RECEIPT IS DATED, SI	GNED, AND AMO	UNT IS FILLED IN
	( )	3.03	CORRECT AMOUNT IS IS	SUED	÷
	(,)	3.04	EXACT AMOUNT ISSUED JOURNAL		DEBIT SIDE OF
	()		MONEY IS LOCKED IN S	TRONG BOX	
	( )	3.06	EXACT AMOUNT OBTAINE JOURNAL		
<b>6</b>	( )	3.07	NEATLY AND ACCURATEL ON SIDE THAT IS I	ıy, no errors, .Arger	BALANCE IS ENTERED

	2	MISOE NO.			
PROGRAM BUSINESS AND OFFICE	DIVISION 05	RECORDKEEPING	·		
USOE CODE NO(S) OCCUPATIONS	UNIT 04	MONEY HANDLING			
	TERMOB NO.	20-048			
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1.00 CONDITION					

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

### 3.00 EXTENT



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ISOE	NO.		<del></del>				
ROGR	AM		ESS AND OFFICE ATIONS	<del>-</del>	DIVISI	ON 05	RECORDKEEPING
	,	OCCOF	ATTOMO		UNIT	04	MONEY HANDLING
	•			1	TERMOB	NO.	20-049
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.00	COND	ITION					
• • •							•
	( )		CHECKBOOK CHECK REGISTER			-	
	()	1.03	AUTHORIZATION TO	DISE	URSE CH	ECK	• •
-	GENE	RAL ST	ATEMENT OF PERFOR	RMANCE	AND RE	SULTIN	IG OUTCOME LOWING OPERATIONS:
				·			
•	( )		FILL OUT CHECK POST CHECK REGIS	STER		•	
	• •	,					
.00	EXTE	ENT	1				
			v				¢
	GENE	RAL ST	ATEMENT OF EXTEN	r and	EXTENT	OF REL	JULTING OUTCOME
	77	3.01	CHECK IS DISBURS	SED TO	APPROV TED WIT	AL OF THIN I	BOARD OF EXPERT MINUTES WITH FORY OR UNSATISFACT
		3.02	DATE, AMOUNT AND CHECK SIGNED	PAYE	E ENTER	ED IN	PROPER PLACE,
	( )	3.03		AYEE A	ND REAS	ON FO	R PAYMENT POSTED

	,	ISOE NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 05	RECORDKEEPING
USOE CODE NO(S) OCCUPATIONS	UNIT 04	MONEY HANDLING
	TERMOB NO.	20-049
1.00 CONDITION	· .	

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PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	<del></del>					
PROGR	AM	BUSIN	ESS AND OFFICE	DIVISIO UNIT	ON 05,		DKEEPING HANDLING
		7.		TERMOB	NO.	20-05	0
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1.00	COND	ITION					egis esseries
	( )	1.01	CHECK REGISTER BANK STATEMENT		v	e.	٠
2,00	PERF	'ORMANC	E	,0			
	GENE	2.01	ATEMENT OF PERFORMATE CHECKING AT OPERATIONS:	ANCE AND RES	OYING	OUTC	OME_ OLLOWING
·	.()	2.02	TOTAL CHECKS DRAWN TOTAL DEPOSITS	N AND BALANC	CE	4	
3.00	EXTE	INT	¥		į		а.
		RAL ST	ATEMENT OF EXTENT A CHECKING ACCOUNT I EXPERT RATERS. TO EACH OPERATION JUI	BALANCES TO BE COMPLET	APPRO'	VAL OF THIN 1	BOARD OF /2 HOUR WITH
	()	3.02	SUM IS CORRECT, NO		E EOUS	<del> </del>	

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PROGRAM	OCCUPATIONS	DIVISION 05 UNIT 04	RECORDKEEPING MONEY HANDLING
USOE CO	DE NO(S)	TERMOB NO.	20-050
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1.00	CONDITION		
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gı	ENERAL STATEMENT OF PER	FORMANCE AND RESUL	ring outcome

3.00 EXTENT



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1.00	COND	ITION		. 9		٧	Š			
	( )	1.01	BASIC O	FFICE SU	JPPLIES	(TABLE	T-3)			
,	· ( )	1.02	JOUR		LUDING			IN A GEN ED TO THE		1G
	( )	1.03	RECEIPT	4	JENIO:			e ·	٠. پ	
ii.	<b>(</b> )		CHECK S		3 ;	3	•.,			
<u> </u>	_(_)_	1.05	BANK ST	ATEMENTS	3-		<u> </u>	.,,		<u> </u>
•	( )		PAYROLL			•	**			(
	( )		BALANCE			ě	w	•		
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	CENTE	nat cm	a mantana	OF DEDE	שימאאמר	ישט מאג	CIII WTN	G OUTCOME		
	GENE	2.01						LOYING TH		ING
,	` ′	9	OPERATI		<u> </u>	~				
,	<u></u>		<u> </u>	<u> </u>					<u> </u>	<del></del>
	( )	2.02		WORK S	TATION	FOR TAS	K	o.	s	
- 1	( )	2.03	ENTER D							
+ 47	( ) (	2.04		XPLANAT:		* ************************************				
**	( )	2.05	ENTER C	REDIT OF	K DEBIT	MMOONT		٠	3	
	•									, ,
3.00	EXTE	NT					٧			
	GENE		ATEMENT	OF EXTE	NT AND	EXTENT	OF RES	ULTING OU	TCOME	
		3.01		L OF BOX				L JOURNAL	COMPLETE	ń
								JUDGED AS		
				CTORY OF				6		
					/ - <b>A</b>	9			د 	
'	()		MATERIA			FOR EFF	ICIENC	TY .		,
	( )	3.03		ER COLUI						
	( )	3.04		ER COLUM				<u> </u>		
	( )	3,05	IN PROP	ER COLU	אונא	157				
						LUI				



		(c)
PROGRAM BUSINESS AND OFFICE	DIVISION 06	BOOKKEEPING AND
OCCUPATIONS	*	ACCOUNTING
USOE CODE NO(S)	UNIT 01	JOURNALIZING
	TERMOB NO.	20-051
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		•
1.00 CONDITION		φ ,

"MISOE NO.

# 2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

#### 3.00 EXTENT



MISOE	NO.	tele				
PROGR	AM		ESS AND OFFICE	DIVISION	06	BOOKKEEPING AND ACCOUNTING
•		OCCUP	ATIONS	UNIT	01	
		۵	_	OHE 2		
		*	s	TERMOB N	0.	20-052
			•	A		1/4
*						•
	-			•		-
1.00	CONE	ITION				
	/ \	1 01	BASIC OFFICE SUPPLIES	יים דו מוצאות	31	
	}	1.01	SUFFICIENT DATA TO M			TN VARTOUS
•	, ,	1.02	JOURNALS INCLUDING FOLLOWING SOURCE I	G BUT NOT	LIMI	
	( )	1.03	RECEIPTS			
	<i>(</i> )	1.04		•		
	_( <u> </u>	1.05	BANK STATEMENTS			
	( )		PAYROLL RECORD			•
	( )		BALANCE SHEET	- •		
•	~ ( )	1.08	REQUIRED JOURNALS			
2.00	PERF	FORMANO	DE .			· ·
	GENE	RAL ST	ATEMENT OF PERFORMANC	E AND RESU	LTIN	G OUTCOME
	(7)	2.01	RECORD DATA IN APPRO	PRIATE JOU	RNAL	S EMPLOYING THE
			FOLLOWING OPERATIONS	1	4	·
	()	2.02				
	( )	2.03	SELECT SPECIFIC JOUR	NAL		
	( )	2.04				
	( )	2.05	ENTER EXPLANATION	r mmem (a) no		ia
•	( )	2.06	ENTER CREDIT(S) OR D	EBIT(S) AM	TOON	:S
3.00	EXT	ENT				
			à			
				<u> </u>		
	GENE		ATEMENT OF EXTENT AND	EXTENT OF	RES	ULTING OUTCOME
	()	3.01				
			APPROVAL OF BOARD OF			
			WITHIN 2 HOURS WITH			JUDGED AS
			SATISFACTORY OR UNSA	TIDLACTOKI	•	
	L	3.02	MATERIALS POSITIONED	FOR EPRIC	TENC	Y
	}	3.03			- J. 2.17 C	
	_}_	3.03		— <b>**</b> ***		
	7 5	3.05				
	Ċ	3.06	THE PROPER COLUMN	159		•



		MISOE NO.
PROGRAM BUSINESS AND OFFICE OCCUPATIONS	DIVISION 06	BOOKKEEPING AND ACCOUNTING JOURNALIZING
USOE CODE NO(S)	TERMOB NO.	20-052
	•	
1.00 CONDITION		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

# 3.00 EXTENT



MISOE	NO.			
PROGR	AM BUS	SINESS AND OFFICE	DIVISION 06	ACCOUNTING
	. 64-		UNIT 02	POSTING
4.9	*		TERMOB NO.	20-053
1.00	CONDITIO	NG.		
	() 1.0	01 BASIC OFFICE SUPPLE 02 GENERAL JOURNAL WI' 03 LEDGER	TES (TABLE T-3) TH 15 ENTRIES T	O BE POSTED
2.00	PERFORM	ANCE		
3.00	() 2.0 () 2.0 () 2.0 () 2.0 () 2.0 () 2.0	ACCOUNTS IN LEDGER OPERATIONS:  CONVERT WORK STATIONS OF THE PROPERTY OF THE P	ERAL JOURNAL TO EMPLOYING THE ON FOR TASK DEBIT(S) AMOUNT	FOLLOWING  WITS
6	GENERAL () 3.0	STATEMENT OF EXTENT A  OLD DATA ACCURATELY PO TO APPROVAL OF BOA WITHIN 1/2 HOUR WI SATISFACTORY OR UN	STED TO PROPER RD OF EXPERT RA TH EACH OPERAT	ACCOUNTS IN LEDGER ATERS. TO BE COMPLETED
	() 3.0	O3 IN PROPER COLUMN O4 IN PROPER COLUMN O5 IN PROPER COLUMN O6 ENTERED JOURNAL CO OF LEDGER	DE AND PAGE NU	ABER IN PROPER COLUMN



		MISOE NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 06	BOOKKEEPING AND
USOE CODE NO(S) OCCUPATIONS	UNIT 02	POSTING
	TERMOB NO.	20-053
		*
1.00 CONDITION	<b>.</b>	
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GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	· · · · · · · · · · · · · · · · · · ·			
PROGR	AM BUSIN	ESS AND OFFICE	DIVISION	06	BOOKKEEPING AND
	OCCUP	ATIONS	UNIT	02	ACCOUNTING POSTING
			TERMOB NO	<b>).</b>	20-054
1.00	CONDITION				
1.00				- •	o .
	() 1.01	BASIC OFFICE SUPPLIES VARIOUS JOURNALS WITH JOURNALS INCLUDE B	25 ENTRI	es 1	
	() 1.04 () 1.05	CASH RECEIPTS JOURNAL CASH DISBURSEMENTS JOURNAL		o* _	úa V
		PURCHASE JOURNAL			
		PAYROLL JOURNAL LEDGER	•		•
2.00	PERFORMANO	ČE			· · · · · · · · · · · · · · · · · · ·
•		A Company of the Comp			
		ATEMENT OF PERFORMANCE	AND RESU	LTIN	G OUTCOME
	() 2.01	POST DATA FROM VARIOU ACCOUNTS IN LEDGER EN PROCEDURE:	JS JOURNAL APLOYING T	S TO	O APPROPRIATE FOLLOWING
	( ) 2 02	CONVERT WORK STATION	DOD WACK		
	() 2.02	ENTER CREDIT(S) OR DE		OUNT	rs
	() 2.04	ENTER DATE			-
•	() 2.05	ENTER EXPLANATION			•
	() 2.06 () 2.07	ENTER POSTING REFEREN	NCE IN LED	GER RNAI	i.
		8			
3.00	EXTENT	٠.			
	GENERAL ST	PATEMENT OF EXTENT AND	EXTENT OF	RES	SULTING OUTCOME
	() 3.01	DATA ACCURATELY POSTI	ED TO PROP	ER A	ACCOUNTS IN CORRECT
	, ,	LEDGER TO APPROVAL OF	F BOARD OF	EXI	PERT RATERS. TO BE
-		COMPLETED WITHIN 1 HO AS SATISFACTORY OR UN			OPERATION JUDGED
~	( ) 3 03	MATERIALS POSITIONED	प्रति स्थाप	TEN	TY
	() 3.02		FOR BEFIC	T 1311	<b>~</b> *
	() 3.04				*
-	() 3.05	IN PROPER COLUMN	<b>a</b>		
	() 3.06	ENTER JOURNAL CODE AND OF CORRECT LEDGER	ND PAGE NU	MBE	R IN PROPER COLUMN
	() 3.07	ENTER LEDGER ACCOUNT CORRECT JOURNAL	NUMBER IN	PRO	OPER COLUMN OF

ROGRAM BUSINESS AND OFFICE	DIVISION 06	BOOKKEEPING AND
OCCUPATIONS	<del>-</del>	ACCOUNTING
SOE CODE NO(S)	UNIT 02	POSTING
	*	
	TERMOB NO.	20-054
	_	
.00 CONDITION		

MISOE NO.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO		<del> </del>		
PROGR	MAS	and a second	ESS AND OFFICE ATIONS	DIVISION 06 UNIT 03	BOOKKEEPING AND ACCOUNTING TRIAL BALANCE
e e				TERMOB NO.	20-055
1.00	CONDI	TION		4	
	( )		BASIC OFFICE SUPPLIES GENERAL LEDGER WITH 8		
2.00	PERFO	ORMANC	<b>E</b>		
-	GENEF	RAL ST 2.01	ATEMENT OF PERFORMANCE TAKE A TRIAL BALANCE ( EMPLOYING THE FOLLOWING	ON 8 GENERAL	LEDGER ACCOUNTS
٠	()	2.02 2.03 2.04 2.05 2.06 2.07 2.08	CONVERT WORK STATION IN PENCIL FOOT ALL ACCOUNT ENTER HEADING ENTER ACCOUNT TITLE ENTER POSTING REFERENCE ENTER DEBIT OR CREDIT TOTAL DEBITS AND CREDIT	nts in Genera Ce Balance	L LEDGER
3.00	EXTEN	r *			·
	GENER	AL ST	ATEMENT OF EXTENT AND I TRIAL BALANCE IS CORRE DEBITS EQUAL TO APPROV TO BE COMPLETED WITHIN JUDGED AS SATISFACTORY	ECTLY TAKEN W VAL OF BOARD ( 1 1/2 HOUR WI'	ITH CREDITS AND OF EXPERT RATERS. IH EACH OPERATION
	( )	3.02 3.03 3.04 3.05 3.06 3.07 3.08	MATERIALS POSITIONED EN NEATLY, ENTRIES IN PROPER POSITIONED EN PROPER POSITIONED EN PROPER COLUMN ACCOUNT NUMBER IN PROPER COLUMN TOTALS ARE EQUAL	OPER POSITIONS TTION	x s

PROGRAM BUSINESS AND COCUPATI		
	ONS	COUNTING
USOE CODE NO(S)	UNIT 03 TR	IAL BALANCE
n	TERMOB NO. 20-	-055
		'

MISOE NO.

## 2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	<del></del>				
PROGR	AM		ESS AND OFFICE	DIVISION	06	BOOKKEEPING AND ACCOUNTING
, i		OCCUP.	ATIONS	UNIT	04	WORKSHEET PREPARATION
				TERMOB N	0.	20-056
1.00	COND	ITION				St
1.00						4,
٠	( ). ( )		BASIC OFFICE SUPPLIES 30 LINE TRIAL BALANCE 7 PERIODIC ADJUSTMENT		·-3)	
			_			
2.00	PERF	ORMANC	<b>E</b>			·
	GENE	RAL ST	ATEMENT OF PERFORMANCE	AND RESU	LTIN	IG OUTCOME
	77	2.01		TATEMENT	WORK	SHEET EMPLOYING
	13	2.02		FOR TASK		
	( )	2.03				;
	()	2.05	ENTER INCOME STATEMEN			_
	( ;)	2.06			INCO	ME STATEMENT SECTION
	( )	2.07 2.08			LANC	CES *
				Al		~,
3.00	EXTE	NT				
			, , , , , , , , , , , , , , , , , , , ,			
AP.	C. WATE	IDAT CIT	ATEMENT OF EXTENT AND	EYPENT OF	श्चल क	SULTING OUTCOME
	GENE	3.01	FINANCIAL STATEMENT W	ORKSHEET	IS I	PREPARED NEATLY AND
			ACCURATELY TO APPROVA			
		,	BE COMPLETED WITHIN 2 AS SATISFACTORY OR UN			EACH OPERATION GODGED
,	<u>, ()</u>	3.02				
		3.03 3.04				
	( )	3.05				
	( )	3.06	ACCURATELY WITH NO ER	RORS	**	•
	( )	3.07 3.08	IN PROPER COLUMNS, AC IN PROPER COLUMNS, AC	CURATELY	WITH	I NO ERRORS
	• •		· · · · · · · · · · · · · · · · · · ·			41

	MISOE NO.					
PROGRAM BUSINESS AND OFFICE  USOE CODE NO(S)  OCCUPATIONS	DIVISION 06 UNIT 04	BOOKKEEPING AND ACCOUNTING WORKSHEET PREPARATION				
1.00 CONDITION	TERMOB NO.	20-056				

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

### 3.00 EXTENT



MISOR	E NO.	<u> </u>		•	v.	
PROGRAM _		BUSINESS AND OFFICE OCCUPATIONS		DIVISION 06 UNIT 05 TERMOB NO.	BOOKKEEPING AND ACCOUNTING FINANCIAL STATEMENTS 20-057	
1.00	CONE	OITION				
	()	1.01 1.02	BASIC OFFICE SUPPLIFINANCIAL STATEMENT	TES (TABLE T-3) TWORKSHEET		
2.00	PERI	FORMANC	E	•		
3.00		2.01 2.02 2.03 2.04 2.05 2.06	EMPLOYING THE FOLK	OWING OPERATION ON FOR TASK ACCOUNTS	S:	
	GEN ( )	3.01 3.02 3.03 3.04	TO APPROVAL OF BOA WITHIN 30 MINUTES SATISFACTORY OR UN	TEMENT PREPARED RD OF EXPERT RA WITH EACH OPERA SATISFACTORY ED FOR EFFICIEN CCT RORS	TERS. TO BE COMPLETED TION JUDGED AS	
	( )	3.05		0	•	



	M	IISOE NO.
PROGRAM BUSINESS AND OFFICE OCCUPATIONS	DIVISION 06	BOOKKEEPING AND ACCOUNTING
USOE CODE NO(S)	UNIT 05	FINANCIAL STATEMENTS
	TERMOB NO.	20-057
1.00 CONDITION		
.00 PERFORMANCE		
GENERAL STATEMENT OF PERFO	RMANCE AND RESULT	TING OUTCOME
	· ·	

3.00 EXTENT

MISOE	NO.	-	å			
PROGR			SS AND OFFICE	DIVISION UNIT TERMOB NO	05	ACCOUNTING FINANCIAL STATEMENTS
	() 1	.01	BASIC OFFICE SUPPERINANCIAL STATEMENT	LIES (TABLE T NT WORKSHEET	-3)	
2.00	PERFOR	MANCE	3			
3.00		2.02 2.03 2.04 2.05	PREPARE INCOME STOPERATIONS:  CONVERT WORK STATEMENTER REVENUE AND COMPUTE NET INCOMPUTE STATEMENT	ATEMENT EMPLO  ION FOR TASK  EXPENSE ACCO	YING	THE FOLLOWING
		3.01	TEMENT OF EXTENT INCOME STATEMENT APPROVAL OF BOARD WITHIN 1 HOUR WITH OR UNSATISFACTORY	PREPARED NEAT OF EXPERT RA H EACH OPERAT	Ly A Ters	SULTING OUTCOME AND ACCURATELY TO S. TO BE COMPLETED JUDGED AS SATISFACTORY
	() 3	3.03 3.04	MATERIALS POSITION ACCURATELY, NO ER ACCURATELY, NO ER NEATLY	RORS	IENC	·Y

		MISOE NO.
PROGRAM BUSINESS AND OFFICE OCCUPATIONS	DIVISION 06	BOOKKEEPING AND ACCOUNTING
USOE CODE NO(S)	UNIT 05	FINANCIAL STATEMENTS
	TERMOB NO.	20-058
1.00 CONDITION		
.00 PERFORMANCE		MTNG OUMCONE
GENERAL STATEMENT OF PERFO	<u>RMANCE AND RESUL</u>	TING OUTCOME

3.00 EXTENT



MISOE	NO.	· · · · · · · · · · · · · · · · · · ·			ä	<b>9</b>	*
PROGRAM			ESS AND OFFICE ATIONS	DIVISION UNIT	.06 05	BOOKKEEPING AND ACCOUNTING FINANCIAL STATEMENTS	
			"	TERMOB N	0.	20_059	
				*	v	~ .	
			نام الله الله الله الله الله الله الله ال		υ	. <del></del>	
1.00	COND	ITION	٥	0		ů	
	( ) ( ) ( ; )	1.01 1.02 1.03	FINANCIAL STATEMENT	WORKSHEET	'-3)		
2.00	PERF	ORMANC	3	ć.		•	·
	GENE	2.01 2.01 2.02 2.03 2.04 2.05 2.06	PREPARE A BALANCE SHOPERATIONS:  CONVERT WORK STATION ENTER ASSETS ENTER LIABILITIES ENTER OWNER'S NEW ECONULE STATEMENT	FOR TASK	ING	NG OUTCOME THE FOLLOWING	
3.00	EXTE	ent	. 0	3	Д	*	
	GENE	3.01	WITHIN 1 HOUR WITH I OR UNSATISFACTORY	PARED NEAD OF EXPERI EACH OPERA	r RA'	TERS. TO BE COMPLETED JUDGED AS SATISFACTOR	) {Y
•		3.03	ACCURATELY, NO ERROR	RS RS	CIEN	CY	

	•	*	Þ	MISOE NO.
PROGRAM	BUSINESS AND OCCUPATI		DIVISION 06 _	BOOKKEEPING AND ACCOUNTING FINANCIAL STATEMENTS
0000			TERMOB NO.	20-059
1.00 CON	DITION	<b>9°</b> 2		·

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00% EXTENT



MISOE	NO.	<del></del>	· · · · · · · · · · · · · · · · · · ·			
PROGRAM			ESS AND OFFICE	DIVISION	06	BOOKKEEPING AND ACCOUNTING
ø				UNIT	06	CLOSING ENTRIES
, ,				TERMOB N	0.	20-060
1.00	COND	ITION				
,	()	1.02 1.03	BASIC OFFICE SUPPLIES JOURNALS LEDGER FINANCIAL STATEMENT W		<b>-3)</b>	
2 00	nene	ORMANC	ត			
2.00	PERF	OKMANC	£	-		
	GENE		ATEMENT OF PERFORMANCE MAKE A CLOSING ENTRY	EMPLOYING	TIIV	C FOLLOWING
		2.01	OPERATIONS:	DMPHOLING	1111	, rophonens
				1	· · · · · ·	2
	()	2.02	CONVERT WORK STATION TRANSFER BALANCE OF E TO PROFIT AND LOSS	EACH INCOM	E AN	ID EXPENSE ACCOUNT
	( )	2.04	COMPUTE CREDIT OR DEF	SIT OF PRO	FIT	AND LOSS SUMMARY
	ćí	2.05	CLOSE PROFIT OR LOSS	SUMMARY A	CCOU	INT BALANCE TO
			CAPITAL ACCOUNTS		ma /	14 D T M
٠	( )	2.06	CLOSE DRAWING ACCOUNT	' BALIANCE	TO C	APITAL ACCOUNT
3.00	EXTE	ENT				
			ATEMENT OF EXTENT AND	EVMENT OF	סקס	CHILDENG OFFICIME
	GENE	3.01	CLOSING ENTRY IS MADE	E. NEATLY	AND	ACCURATELY TO
	` ′	J. U.	APPROVAL OF BOARD OF	EXPERT RA	TERS	. TO BE COMPLETED
			WITHIN 1 HOUR WITH EXSATISFACTORY OR UNSAT			JUDGED AS
	()	3.02	MATERIALS POSITIONED	FOR EFFIC	IENC	CY
	( )	3.03	ACCURATELY, NO ERRORS	5		
	( )	3.04	ACCURATELY, NO ERRORS			
<b>&amp;</b> -	( )	3.05	ACCURATELY, NO ERRORS			
		3.00	ACCURATEDIA NO ERRORI	,		

				4
PROGRAM _	BUSINESS AND OFFICE	DIVISION 06	BOOKKEEPING AND	<u></u>
USOE CODE	OCCUPATIONS NO (S)	UNIT 06	CLOSING ENTRIES	
		TERMOB NO.	20-060	
		ā		
1.00 CON	NDITION			v
			4	

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MISOE NO.

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



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MISOE	NO.		· · · · · · · · · · · · · · · · · · ·	6					
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			·						
PROGR	AM		ESS AND OFFICE	<del></del>	DIVISION	4 06	BOOKKEE		<u>D</u> .
		OCCUP	ATIONS				ACCOUNT		
					UNIT	07	RULING		
			ur.	•	e,		BALANCI	NG #	
		•	•	,	TERMOB N	10.	20-061		<del></del>
			•	- 13					
	6		<del>-</del>			*			
•					-			*	•
1.00	COND	ITION	17	* :-	. #		ů.	1.	
			W		**a	7.			
n .	( )		BASIC, OFFICE S	SUPPLIES	S (TABLE :	r_3)			·
	( )		JOURNALS						
	( )		LEDGER						7
	( )	1.04	FINANCIAL STAT	EMENT V	VORKSHEET		*		• '
									50
2,00	PERF	ORMANC	E .		ق.	* .			
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			· · · · · · · · · · · · · · · · · · ·				ý	, -	
	GENE		ATEMENT OF PERI						• 4
	( )	2.01	PREPARE GENERA						•
•	·		BALANCING EMPI	LOYING 7	HE FOLLO	NING	OPERATIO	NS:	
į	<u> </u>						<del></del> _	i	· h ,
	( )	2.02	CONVERT WORK						
	( )	2.03	COMPUTE TOTALS						NT
	( )	2.04				LEDG	ER ACCOU	NT	, in
	( )	2.05							
	( )	2.06	TRANSFER BALAN			THE F	IRST DAY	OF THE	•
			NEXT ACCOUN						
	( )	2.07	RULE ALL ACCOU	NTS WIT	TH NO BAL	ANCE			-
							ų.		
2 00			چ <u>ن</u>		ù		*	A .	w)
3.00+	EXTE	N.T.						, ,	
				4					
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	CONTO	73 T CM	AMENENIM OF EVER	1270Ti - 2 27.75	avmanm or	. DEC	IITMTNA A	maoun	9
			ATEMENT OF EXTE						
	( )	3.01	ACCOUNTS ARE P						: 25.00
-			NEATLY AND ACC						EKT
			RATERS. TO BE						<b>.</b>
			OPERATION JUDG	EU AS S	ATISFACTO	JRY U	K UNSATI	FACTOR	.Y
į	7.	2 02	NAMEDIATO DOGT	MT ONTE	DOD DEST		· · · · · · · · · · · · · · · · · · ·		_
	( )		MATERIALS POSI			TENC	<b>x</b> .		<b>v</b>
			ACCURATELY, SU			~~~	<b>70000=</b>		*
•	( )		TOTALS ENTERED			SUMS	CORRECT		
		3.05	•		- 43				
	( )	3.06				755 M		*****	c*
	( )	3.07	NEATLY, ACROSS	АШЬ СС	DLUMNS EXC	JEPT	TTEMS CO	LUMNS	

	•	III DOD NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 06	BOOKKEEPING AND
SOE CODE NO(S)	UNIT 07	ACCOUNTING RULING AND BALANCING
	TERMOB NO.	20-061
8		
1.00 CONDITION		پ

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE NO.		v.	•
PROGRAM	BUSINESS AND OFFICE OCCUPATIONS	DIVISION 06 UNIT 07 TERMOB NO.	BOOKKEEPING AND ACCOUNTING RULING AND BALANCING 20-062
1.00 COND	OITION  1.01 BASIC OFFICE SUPPLIES	(TABLE T-3)	
( ) 2.00 PERF	1.02 LEDGER ACCOUNTS PREPA	RED FOR RULIN	G AND BALANCING
GENE	2.01 RULE AND BALANCE ACCOOPERATIONS:	UNTS EMPLOYIN	G OUTCOME G THE FOLLOWING
()	2.03 ADD BALANCE OF ACCOUN 2.04 COMPUTE TOTALS 2.05 ENTER BALANCE		SIDE
3.00 EXTE	ERAL STATEMENT OF EXTENT AND	EAMENIA OF DEC	TIL TING OUTCOME
GENE ()	3.01 ACCOUNTS ARE RULED AN TO APPROVAL OF BOARD WITHIN 1 HOUR WITH EA SATISFACTORY OR UNSAT	ID BALANCED NE OF EXPERT RAT ACH OPERATION	ATLY AND ACCURATELY ERS. TO BE COMPLETED
()	3.02 MATERIALS POSITIONED 3.03 NEATLY AND ACCURATELY 3.04 RECORDED ON SAME LINE 3.05 NEATLY ON SIDE THAT W	, NO ERRORS , SUMS CORREC	T AND EQUAL

		•	•			MIL	OB 110	···	<del>-,</del>
RAM _	BUSIN			DIVISI	ON 06	, 			ماندون <u>روي</u>
CODE	NO(S)			UNIT	07	-		)	<del></del>
ے				TERMOB	NO.		20-062		
	. •		· · · · · · · · ·						
CONI	DITION	 *							
		u	÷ 2			ε			
PERF	ORMANC	E							•
	CODE	CODE NO(S)	CODE NO(S)  CONDITION	CODE NO(S)  CONDITION	CODE NO(S)  OCCUPATIONS  UNIT  TERMOB  CONDITION	CODE NO(S)  OCCUPATIONS  UNIT 07  TERMOB NO.	RAM BUSINESS AND OFFICE DIVISION 06  CODE NO(S)  TERMOB NO.	CODE NO(S)  OCCUPATIONS  UNIT 07  RULING AND BALANCING  TERMOB NO. 20-062  CONDITION	RAM BUSINESS AND OFFICE DIVISION 06 BOOKKEEPING AND ACCOUNTING UNIT 07 RULING AND BALANCING TERMOB NO. 20-062  CONDITION

3.00 EXTENT



MISOE	NO.	*				
PROGR			ESS AND OFFICE ATIONS	DIVISION UNIT TERMOB NO	08.	BOOKKEEPING AND ACCOUNTING ADJUSTING ENTRIES 20-063
1.00	COND ( ) ( ) ( )	1.01 1.02 1.03	BASIC OFFICE SUPPLIES GENERAL JOURNAL GENERAL LEDGER WORKSHEET	(TABLE T	-3)	٠.
2.00	PERF	ORMANC	<b>E</b>			
٥	() () () ()	2.01 2.02 2.03 2.04	ATEMENT OF PERFORMANCE MAKE ADJUSTING ENTRIE THE FOLLOWING OPERATION CONVERT WORK STATION ENTER ADJUSTING ENTRI POST GENERAL LEDGER A ENTER DEBIT OR CREDIT	S IN GENER ONS: FOR TASK ES IN GENE CCOUNTS	AL .	JOURNAL EMPLOYING
3.00	EXTE	NT				P .
o	GENE ( ) ( ) ( ) ( ) ( )	3.01 3.02 3.03	ATEMENT OF EXTENT AND ADJUSTING ENTRIES MADE OF EXPERT RATERS. TO EACH OPERATION JUDGED MATERIALS POSITIONED ACCURATELY, NO ERRORS CORRECT ACCOUNTS POSTACCURATELY, SUMS CORRECT	E ACCURATE BE COMPLE AS SATISE FOR EFFICE ED ACCURATE	ELY 'ETED 'ACTO	TO APPROVAL OF BOARD WITHIN 1 HOUR WITH ORY OR UNSATISFACTORY

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PROGR	AM BUSIN	ESS AND OFFICE	DIVISION	06 _	BOOKKEEPING ACCOUNTING	
USOE	CODE NO(S)	0000111120115	UNIT	08	ADJUSTING 1	ENTRIES
			TERMOB N	o. <u> </u>	20-063	
1.00	COMPITION		s 6.			
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. <b>.00</b>	PERFORMANO	CE FATEMENT OF PERFO	RMANCE AND	RESUL	TING OUTCOME	
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3.00	EXTENT					¥
	GENERAL 6	TATEMENT OF EXTER	NT AND EXTE	NT OF	RESULTING OUT	COME
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MISOE	NO.				and the second s			ŏ
PROGR	MAM		ESS AND OFFICE		DIVISIO UNIT TERMOB	09	BOOKKEEPING AND ACCOUNTING POST-CLOSING TRIAL BALANCE 20-064	
1.00	COND	OITION	DAGTO ODDITOR CUD	OT THE	(mant ti	m 21		
*	. ( )	1.01	BASIC OFFICE SUPE LEDGER WITH 8 ACC			T-3)		
2.00	PERF	ormanc	E	,	· pr			
	GENE	RAL ST	ATEMENT OF PERFORM PREPARE A POST-CI ACCOUNTS EMPLOYING	LOSING	TRIAL	BALAN	CE ON 8 LEDGER	
• 1	( ) ( ) ( ) ( ) ( )	2.02 2.03 2.04 2.05 2.06 2.07 2.08	CONVERT WORK STATE PENCIL FOOT ALL A ENTER HEADING ENTER ACCOUNT TITE ENTER POSTING REPORTER DEBIT OR CONTAIL DEBITS AND	ACCOUN FLE FERENC REDIT	TS E BALANCI			
3.00	EXTE	nţ .	•		*			
			ATEMENT OF EXTENT POST-CLOSING TRIA CREDITS AND DEBIT EXPERT RATERS. TO WITH EACH OPERATE UNSATISFACTORY	AL BAL IS EQU IO BE	ANCE IS AL TO A COMPLET	CORR APPROV CED WI	ECTLY TAKEN WITH AL OF BOARD OF THIN 15 MINUTES	
	() () () () ()	3.07	MATERIALS POSITION NEATLY, ENTRIES IN PROPER POSITION PROPER COLUMN ACCOUNT NUMBER IN PROPER COLUMN TOTALS ARE EQUAL	IN PRO ON N PROP	PER POS	SITION		

PROGRAM BUSINESS AND OFFICE	DIVISION 06	BOOKKEEPING AND
OCCUPATIONS		ACCOUNTING
SOE CODE NO(S)	UNIT 09	POST-CLOSING
		TRIAL BALANCE
	TERMOB NO.	20-064
		*
1.00 CONDITION		~

MISOE NO.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.			v		· ·
<del></del>			ESS AND OFFICE	DIVISION UNIT TERMOB NO	01	DATA PROCESSING PREPARATION 5-065
1.00	COND	ITION				
	( )	1.01 1.02	BASIC OFFICE SUPPLIES SUFFICIENT PROCEDURAL REPORTS DESIRED A	L INFORMAT	ION	· DESCRIBING THE ATA AVAILABLE
•	( )	1.03	FROM SOURCE DOCUM	ents		
2.00	PERF	ORMANC	E 7			
٥	GENE	RAL ST	ATEMENT OF PERFORMANCE PREPARE STANDARD CARE FIELDS EMPLOYING THE	D LAYOUT F	ORM_	INDICATING DATA
	()	2.02	CONVERT WORK STATION SET UP DATA FIELDS OF		ORM	
3.00	EXTE	nt -				
	GENE		ATEMENT OF EXTENT AND STANDARD CARD LAYOUT ALL DATA FIELDS PROPE BOARD OF EXPERT RATE WITH EACH OPERATION OF UNSATISFACTORY	FORM IS PERLY INDIC RS. TO BE	REPA ATED COM	RED CORRECTLY WITH TO APPROVAL OF PLETED WITHIN 1 HOUR
	( )	3.02 3.03	MATERIALS POSITIONED SUFFICIENT SPACE FOR USED NOT TO EXCEE	EACH DATA		
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		MISOE NO.	-
PROGRAM BUSINESS AND OFFI		DATA PROCESSING PREPARATION 5-065	_
1.00 CONDITION	•	₹	
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GENERAL STATEMENT OF	PERFORMANCE AND RESU	·	
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GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

EXTENT

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MISOE	NO.						74
PROGR	AM		ess and office	DIVISION	07 01	DATA PROCESSING PREPARATION	
	•			TERMOB N	0.	<b>5</b> _066	
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1.00	COND	ITION		٠			•
	()	1.01 1.02 1.03	PRINTER LAYOUT SHEET	G (TABLE T	:-3)		
2.00	PERF	ORMANC	<b>E</b> ,				
	GENE	RAL ST	ATEMENT OF PERFORMANCE MAKE A PRINTER LAYOU'S OPERATIONS:	E AND RESU CHART EN	JLTIN APLOY	NG OUTCOME VING THE FO	LLOWING
,	()	2.02 2.03 2.04 2.05	CONVERT WORK STATION WRITE TITLE WRITE HEADINGS INDICATE OUTPUT FIELD		īs		
3.00	EXTE	INT	•				
	GENE	3.01 3.02 3.03 3.04	ATEMENT OF EXTENT AND PRINTER LAYOUT CHART OF BOARD OF EXPERT R. 1 HOUR WITH EACH OPE OR UNSATISFACTORY  MATERIALS POSITIONED CENTERED SPACE PROPERLY PROPO IN ACCORDANCE WITH P	IS MADE IN ATERS. TO RATION JUIL FOR EFFICE RTIONED	DGED	CY TO APPRO COMPLETED AS SATISFA	WITHIN

	M	MISOE NO.		
PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING		
USOE CODE NO(S) OCCUPATIONS	UNIT 01	PREPARATION		
	TERMOB NO.	5-066		
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1.00 CONDITION		•		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.			
PROGR	AM BUSINI	ESS AND OFFICE	DIVISION 07	
			UNIT 01	PREPARATION
			TERMOB NO.	_5_067
1.00	CONDITION	•		
	( ) 1.01 ° ( ) 1.02 ° ( ) 1.03		) BE ADDED IS E AS INPUT	
	( ) 1.04 ( ) 1.05	IN SUM FLOWCHARTING WORKS! FLOWCHARTING TEMPLA		
2.00	PERFORMANC	<b>5</b>		4
	GENERAL ST.	ATEMENT OF PERFORMAN CONSTRUCT A FLOWCH THE SUM OF ANY NUMB FOLLOWING OPERATION	ART FOR A PROGR SER OF INPUT VA	AM TO CALCULATE
	() 2.02 () 2.03 () 2.04 () 2.05 () 2.06 () 2.07 () 2.08	CONVERT WORK STATIC IDENTIFY INPUTS IDENTIFY PROCESS STATIC IDENTIFY PROCESS STATIC IDENTIFY DECISIONS PROVIDE ALTERNATIVE IDENTIFY OUTPUTS ASSEMBLE FLOWCHART	reps	DECISIONS
3.00	EXTENT	• 8	•	ů
	GENERAL ST	ATEMENT OF EXTENT AND FLOWCHART IS CONSTITUTED FOR EXPERT RAY OF EXPERT RAY OR UNSATISFACTORY	RUCTED NEATLY TIERS. TO BE CO	O APPROVAL OF MPLETED WI(THIN
	() 3.02 () 3.03 () 3.04 () 3.05 () 3.06 () 3.07 () 3.08	MATERIALS POSPTIONS ALL NECESSARY PROCU ALL NECESSARY DECI ALL NECESSARY ALTE ALL NECESSARY OUTP NEATLY, ANSI SYMBO	TS IDENTIFIED ESS STEPS IDENT SIONS IDENTIFIE RNATIVES PROVII UTS IDENTIFIED	CIFIED / ED DED



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PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING		
USOE CODE NO(S) OCCUPATIONS	UNIT 01	PREPARATION		
	TERMOB NO.	5-067		
1.00 CONDITION				

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOÉ	NO.	·			•
PROGRI	AM	BUSINE	SS AND OFFICE	DIVISION 07 UNIT 01 TERMOB NO.	
1.00	( )	1 01	BASIC OFFICE SUPPI SUFFICIENT PROCEDU ACTIVITIES INVO	LIES (TABLE T-3) IRAL INFORMATION DLVED IN GETTING	CONCERNING THE
2.00	PERF	ORMANCE	1		~
	()	2.01 2.02 2.03 2.04	CONSTRUCT A FLOWER EMPLOYING THE FOLI CONVERT WORK STATI IDENTIFY PROCESS SIDENTIFY DECISIONS PROVIDE ALTERNATIV	HART DESCRIBING LOWING OPERATION LON FOR TASK STEPS	IS:
3.00	EXTE	2.06	ASSEMBLE FLOWCHAR	r 	
	GENE	ERAL STA	OF EXPERT RATERS. EACH OPERATION JU UNSATISFACTORY	TRUCTED NEATLY TO BE COMPLETED	D WITHIN 1 HOUR WITH
	()	3.02 3.03 3.04 3.05	MATERIALS POSITIO ALL NECESSARY PRO ALL NECESSARY DEC TWO ALTERNATIVES NO ANSWERS PRO NEATLY, ANSI SYMB	CESS STEPS IDEN' ISIONS IDENTIFI FOR EACH DECISION VIDED	TIFIED ED ON BASED ON YES OR

		MISOE NO.	
PROGRAM BUSINESS AND OFFICE USOE CODE NO(S)	DIVISION 07 UNIT 01 TERMOB NO.	DATA PROCESSING PREPARATION 5-068	•
1.00 CONDITION			
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GENERAL STATEMENT OF PERFO	RMANCE AND RESUL	TING OUTCOME	
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GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

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MISOE	NO.			•		
PROGR	AM		ESS AND OFFICE	DIVISION	07 01	DATA PROCESSING PREPARATION
				TERMOB NO		5-069
1.00	COND	ITION		<del>,</del>		
1.00			BASIC OFFICE SUPPLI	ድሮ (ጥአΏፒድ ጥ	-31	
	( )	1.01	* 2 4	AL INFORMAT VED IN COMP	ION UTI1	NG GROSS PAY,
2.00	PERF	ORMANC	<b>E</b>			
			AMBRENE OF DEDEODWAN	CE AND DESI	ידיתיד	NG OUTCOME
	GENE ()	2.01	ATEMENT OF PERFORMAN CONSTRUCT A SYSTEM COMPUTATIONS EMPLOY	FLOWCHART D	ES C	RIBING PAYROLL
W.	()	2.02 2.03 2.04	IDENTIFY INPUTS			
9	()		IDENTIFY OUTPUTS			
3.00	EXT	ENT .				
	GENE	ERAL ST	ATEMENT OF EXTENT AN	D EXTENT OF	RE	SULTING OUTCOME
,	()	3.01	FLOWCHART IS CONSTR BOARD OF EXPERT RAT 1 HOUR WITH EACH OP OR UNSATISFACTORY	UCTED NEATL ERS. TO BE	Y T	O APPROVAL OF MPLETED WITHIN
;		3.02	MATERIALS POSITIONE ALL NECESSARY INPUT			CY ~
	$\langle  \rangle$	3.04	ALL NECESSARY PROCE	SSES IDENTI	FIE	D ()
	( )	3.05				ED /



	,	AISOE NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING
USOE CODE NO(S) OCCUPATIONS	UNIT 01	PREPARATION
·	TERMOB NO.	5-069
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1.00 CONDITION	•	

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

# 3.00 EXTENT



MISOE	NO.			•	
PROGR	AM		ESS AND OFFICE	•	DATA PROCESSING PREPARATION 5-070
1.00	COND	ITION			
	( )	1.01	BASIC OFFICE SUPPLIE SUFFICIENT PROCEDURA OPERATIONS INVOLV DEDUCTIONS, AND N	L INFORMATION ED IN COMPUTI	DESCRIBING THE NG GROSS PAY,
2.00	PERF	ormanc	<b>E</b>		
	GENE	RAL ST	ATEMENT OF PERFORMANC  CONSTRUCT A PROCESS  COMPUTATIONS EMPLOYI	FLOWCHART DES	CRIBING PAYROLL
	( )	2.03 2.04 2.05 2.06 2.07	CONVERT WORK STATION IDENTIFY INPUTS IDENTIFY PROCESS STE IDENTIFY DECISIONS PROVIDE ALTERNATIVE IDENTIFY OUTPUTS ASSEMBLE FLOWCHART	PS	DECISIONS
3.00	EXTE	NT	N. M.	192	4
÷	GENE	RAL ST	ATEMENT OF EXTENT AND FLOWCHART IS CONSTRU BOARD OF EXPERT RATE 2 HOURS WITH EACH OF OR UNSATISFACTORY	ICTED NEATLY TERS. TO BE CO	O APPROVAL OF OMPLETED WITHIN
2.	()	3.03 3.04 3.05 3.06	MATERIALS POSITIONED ALL NECESSARY INPUTS ALL NECESSARY PROCES ALL NECESSARY DECISI ALL NECESSARY ALTERN PROVIDED ALL NECESSARY OUTPUT	IDENTIFIED S STEPS IDENT ONS IDENTIFIE JATIVE PROCESS S IDENTIFIED	TIFIED ED SES FOR DECISIONS
	( )	3.08	NEATLY, ANSI SYMBOLS	CORRECTLY US	SED

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PROGRAM BUSINESS AND OFFICE OCCUPATIONS	DIVISION 07	DATA PROCESSING	
USOE CODE NO(S)	UNIT 01	PREPARATION	•
	TERMOB NO.	5-070	
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1.00 CONDITION			
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GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

# 3.00 PEXTENT



MISOE	NO.					
PROGR	AM		ESS AND OFFICE	DIVISION	•	DATA PROCESSING
			Y	ONTI	02	COMPILATION
				TERMOB NO	).	5_071
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1.00	COND	ITION				w The state of the
	( )	1.01	BASIC OFFICE SUPPERPORT CARD SHEET			ION SPECIFICATION
	()	1.03 1.04 1.05	RPG INPUT SPECIFIC RPG CALCULATION STREET OUT FORMAT SPECIFIC	PECIFICATION SECURITY OF SECURITY SECUR		
	( )	1.06 1.07			3	
2.00	PERF	ORMANC	2			
						- COMPANIE
J'	GENE ()	2.01.	ATEMENT OF PERFORM CODE PAYROLL FLOW RPG CODING SHEETS	CHART AND PRI	NTER	SPACING CHART TO LLOWING OPERATIONS:
, <b>c</b>	().	2.02 2.03 2.04 2.05 2.06	CODE FILE DESCRIP	TION SHEET S ON INPUT SP! NS ON CALCULA! PRINTER SPACI!	TION	SPECIFICATION SHEETS
3.00	EXTE	ent	· ·			
	ex					THE WASTE CHINACIAN
	GENE	3.01	CORRECTLY TO APPR	AND PRINTER SOVAL OF BOARD IN 2 HOURS WI	SPAC OF TH E	ING CHART ARE CODED
ı	()	3.02 3.03 3.04 3.05 3.06	LANGUAGE AND DATA LANGUAGE AND DATA LANGUAGE AND DATA LANGUAGE AND DATA LANGUAGE AND DATA	IS CORRECT IS CORRECT IS CORRECT		L



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PROGRAM BUSINESS AND OFFICE OCCUPATIONS USOE CODE NO(S)	DIVISION 07 UNIT 02	DATA PROCESSING COMPILATION
	TERMOB NO.	5-071
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GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.	<del></del>				·
PROGR	МАЙ —		ESS AND OFFICE ATIONS	DIVISION UNIT	.02	DATA PROCESSING  COMPILATION  5-072
1.00	( )	1.02 1.03	BASIC OFFICE SUPPI PAYROLL SYSTEM FLO PRINTER LAYOUT SHE ASSEMBLY LANGUAGE	WCHART ET	·	
2.00	GENE	2.01 2.02 2.03 2.04	ATEMENT OF PERFORMA CODE ASSEMBLY LANG EMPLOYING THE FOLL CONVERT WORK STATI	GUAGE PROGRAM LOWING OPERAT ON FOR TASK FORMAT CIONS	TO	CALCULATE PAYROLL
3.00		3.01 3.02 3.03	OF BOARD OF EXPERT 4 HOURS WITH EACH OR UNSATISFACTORY MATERIALS POSITION LANGUAGE IS CORRECT	PROGRAM IS CORRECTED FOR EFFICE	DED BE DGED	CORRECTLY TO APPROVAL COMPLETED WITHIN AS SATISFACTORY
ú	( )	3.04 3.05	LANGUAGE IS CORRECTIONS ARE CONSTRUCTIONS ARE CO			N.



	M	IISOE NO.	-
PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING	
USOE CODE NO(S) OCCUPATIONS	UNIT 02	COMPILATION	<del>-</del>
	TERMOB NO.	5-072	<u>`</u>
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GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

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PROGRAM		BUSINESS AND OFFICE OCCUPATIONS		DIVISION	07	DATA PROCESSIN	ie 🤝
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				TERMOB NO	) <b>.</b> [	5_073	
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1.00	COND	ITION			٠		٠
÷	( )	1.02	BASIC OFFICE SUPPI PAYROLL SYSTEM FLO PRINTER LAYOUT SHE FORTRAN LANGUAGE O	WCHART ET *	-3)		۰
2.00	PERF	ORMANC	<b>E</b> :			•	٩.
	CENT	DAT CM	ATEMENT OF PERFORM	NCE AND DESIII	ייי.	G OUTCOME	
-	()	2.01	CODE FORTRAN LANGUE EMPLOYING THE FOLI	JAGE PROGRAM T	ro c	ALCULATE PAYROI	LL_
٠ <b> </b>	()	2.02 2.03 2.04 2.05	CONVERT WORK STATE TRANSLATE PRINTOUT TRANSLATE INSTRUCT ASSEMBLE CODING SE	FORMAT.		1	
3.00	EXTE	NT	•				
<b>8</b> 0€(	GENE	RAL ST	ATEMENT OF EXTENT A	AND EXTENT OF	RES	ULTING OUTCOME	_
o :		3.01		PROGRAM IS COI RATERS. TO	DED BE	CORRECTLY TO ALL COMPLETED WITH	[N
'	()	3.03	MATERIALS POSITION LANGUAGE IS CORREC LANGUAGE IS CORREC INSTRUCTIONS ARE	or Or	IENC	·	

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PROGR	RAM <u>BUSINI</u>	ess and o	FFICE	DIVISIO	N 07	DATA PI	ROCESSING	9 ,
USOE	CODE NO(S)	OCCUPATI	ONS	UNIT	02	COMPIL	ATION	
-				TERMOB	NO.	5-073		
1.00	CONDITION							
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3.00	EXTENT	w						

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PROGR	AM BUSINI	ESS AND OFFICE	DIVISION (	7 DATA PE	OCESSING
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4.	•		UNIT	2 COMPILE	TION
•	•		TERMOB NO.	5_074	
	v.		•		·
1.00	CONDITION	•			
•	() 1.02 () 1.03	BASIC OFFICE SUPP PAYROLL SYSTEM FL PRINTER LAYOUT SH COBOL LANGUAGE CO	OWCHART EET	3)	
2.00	PERFORMANC	E	-		
-	GENERAL ST.	ATEMENT OF PERFORM  CODE COBOL LANGUA  EMPLOYING THE FOL	GE PROGRAM TO	CALCULATE I	AE PAYROLL
در ب	() 2.02 () 2.03 () 2.04 () 2.05	CONVERT WORK STAT TRANSLATE PRINTOU TRANSLATE INSTRUC ASSEMBLE CODING S	T FORMAT TIONS		•
3.00	EXTENT				
1	GENERAL ST	ATEMENT OF EXTENT COBOL LANGUAGE PR OF BOARD OF EXPER HOURS WITH EACH OF OR UNSATISFACTORY	OGRAM IS CODED T RATERS. TO PERATION JUDGE	CORRECTLY BE COMPLET:	TO APPROVAL ED WITHIN 4
p.	() 3.02 () 3.03 () 3.04 () 3.05	MATERIALS POSITION LANGUAGE IS CORRELINSTRUCTIONS ARE	CT CT	ENCY	<u>.</u>
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PROGRAM	BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING
USOE CODE	NO(S) OCCUPATIONS	UNIT 02	COMPILATION
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1.00 CON	DITION		
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MISOE NO.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.	<del></del>				*	
PROGRAM _		BUSINESS AND OFFICE OCCUPATIONS				DATA PROCESSING	
				UNIT	02		
				TERMOB NO	<b>.</b>	5-075	
		ال المعادية	v.:**				
1.00	COND						
200			-				
	( )	1.02 1.03	BASIC OFFICE SUPPLIES PAYROLL SYSTEM FLOWCH PRINTER LAYOUT SHEET RPG LANGUAGE CODING S	ART	-3)	- 1	
2.00	PERĘ	ORMANC	E			+ 1 + 1	
,	·	<del></del>	<u> </u>	<del></del>			
	GENE	RAL ST	ATEMENT OF PERFORMANCE	AND RESU	<u>LTIN</u>	G OUTCOME	
	()	2.01	CODE RPG LANGUAGE PRO EMPLOYING THE FOLLOWI	GRAM TO C	<u>ALCU</u>	LATE PAYROLL	
	( )	2.02	CONVERT WORK STATION	FOR TASK			
•	( )	2.03				t ^j	
	( )	2.04					
3.00	EXTE	NT					
	,					_ <u>%.</u>	
	GENE	RAL ST.	ATEMENT OF EXTENT AND  RPG LANGUAGE PROGRAM  BOARD OF EXPERT RATER  WITH EACH OPERATION J  UNSATISFACTORY	IS CODED S. TO BE	CORR COM	ECTLY TO APPROVAL OF PLETED WITHIN 3 HOURS	
		<u>,                                     </u>		· · · · · · · · · · · · · · · · · · ·			
	()	3.02 3.03 3.04 3.05	MATERIALS POSITIONED LANGUAGE IS CORRECT LANGUAGE IS CORRECT INSTRUCTIONS ARE CORR		IENC	<b>:Y</b>	
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PROGRA	M BUSINE	SS AND OFFICE	E DIVISIO	ON 07	DATA PROCESSING	
USOE C	CODE NO(S)	OCCUPATIONS	UNIT	02	COMPILATION	<del></del>
•			TERMOB	ŅО.	5-075	
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1.00	CONDITION		f.			
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GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	<u> </u>				•
PROGRAM		BUSINESS AND OFFICE OCCUPATIONS			07	DATA PROCESSING
				UNIT	02	COMPILATION
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•			*.			
1.00	COND	ITION	5 95 9	*		-
	( )	1.01	BASIC OFFICE SUPP	LIES (TABLE T-	-3)	
	( )		PRINTER LAYOUT CH			*
	( )		COBOL PROGRAMMING PROJECT DESCRIPTI		ر به موجود	
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2.00	PERE	ORMANC	E	,		4
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	GENI	ERAL ST	ATEMENT OF PERFORM	ANCE AND RESUL	LTIN	G OUTCOME
	()	2.01	CODE PRINTER LAYO	UT IN COBOL EN	MPLC	YING THE FOLLOWING
	}		OPERATIONS:			~
	L	2.02	CONVERT WORK STAT	TON FOR TASK		v
	23	2.03				
	( )	2.04	TRANSLATE INSTRUC	TIONS		₩.
	(·)	2.05	ASSEMBLE CODING S	HEETS		
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3.00	EXT	· · · · · · · · · · · · · · · · · · ·				
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4	GENI		ATEMENT OF EXTENT	AND EXTENT OF	RES	ULTING OUTCOME
	( )	3.01	PRINTER LAYOUT IS	CODED TO COM	LED.	TO BE COMPLETED
			WITHIN 2 HOURS WI	THE EACH OPERA	TIÓI	JUDGED AS
	-		SATISFACTORY OR U			
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	( )	3.03				
	( )	3.04				
	( )	3.05	FIELD DATA LOCAT	TONS COKKECT		



	1	MISOE NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING
USOE CODE NO(S)	UNIT 02	COMPILATION
	TERMOB NO.	5-076
1.00 CONDITION		
	6	

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	the second secon		
PROGR		ESS AND OFFICE	DIVISION 07 UNIT 02 TERMOB NO.	DATA PROCESSING  COMPILATION  5-077
1.00	() 1.02	BASIC OFFICE SUPPL PRINTER LAYOUT CHA FORTRAN PROGRAMMIN	RT	
2.00	() 1.04	PROJECT DESCRIPTION		
	GENERAL ST () 2.01 () 2.02 () 2.03 () 2.04 () 2.05	ATEMENT OF PERFORMA  CODE PRINTER IN FO  OPERATIONS:  CONVERT WORK STATI  TRANSLATE FLOWCHAR  TRANSLATE INSTRUCT  ASSEMBLE CODING SH	RTRAN EMPLOYING ON FOR TASK T IONS	
3.00	EXTENT			
	GENERAL ST		CODED TO COMPUTE OF EXPERT RATERS H EACH OPERATION	CR LANGUAGE TO COMPLETED
ļ	() 3.03	MATERIALS POSITION LANGUAGE IS CORREC LANGUAGE IS CORREC FIELD DATA LOCATIO	T T	

¥'	M	MISOE NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING
USOE CODE NO(S) OCCUPATIONS	UNIT 02	COMPILATION
	TERMOB NO.	5-077
-	N.	• •
1.00 CONDITION	>	

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.		, <u>, , , , , , , , , , , , , , , , , , </u>	и	
PROGR	AM		SS AND OFFICE	DIVISION 07	DATA PROCESSING
	÷	OCCUPA	TIONS	UNIT 03	PUNCH CARD
					PROCESSING
				TERMOB NO.	5-078
1.00	COND	ITION			
1.00	COMP				
ŵ.	()	1.02 1.03	BASIC OFFICE SUPPLI KEY PUNCH MACHINE COBOL PROGRAMMING V BLANK CARDS		
2.00	PERF	ORMANCI	2		
2,00			₩,		
	CENE	ממו כתי	ATEMENT OF PERFORMAL	NCE AND RESULTI	NG OUTCOME
	GENE	2.01	PUNCH SOURCE DECK	FROM COBOL CODI	NG SHEETS EMPLOYING
	` ′		THE FOLLOWING OPER	ATIONS:	
				magy	
	()	2.02	CONVERT WORK STATI	ON FOR TASK	
	( )	2.03	FILL MACHINE WITH (FEED CARD	CARDS	
	·	2.04	TRANSFER CODING TO	CARD	
	> 3	2.06	PROOFREAD		
***					
3.00	EXTE	ENT			
				•	
	<del> </del>				
	GENE	RAT, ST	ATEMENT OF EXTENT A	ND EXTENT OF RE	SULTING OUTCOME
3	( )	3.01	CADDS DUNCHED CORR	ECTLY TO APPROV	ALL OF BOWED OF
		, -	EXPERT RATERS. TO	BE COMPLETED W	IITHIN I HOUR WITH
	1 1		EACH OPERATION JUD	GED AS SATISFAC	TORY OR
	1 (		UNSATISFACTORY		<b>,</b>
	<b></b>	3 02	MATERIALS POSITION	ED FOR EFFICIEN	ICY
	} {	3.03	STACKED EVENLY, NO	T MUTILATED	
	7	3.04	CARD FED		
	ζí	3.05	EXACTLY, NO ERRORS		
	ίj	3.06	ALL ERRORS LOCATED	)	

	<b>Ø</b> *	
PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING
USOE CODE NO(S) OCCUPATIONS	. UNIT 03 _	PUNCH CARD PROCESSING
	TERMOB NO.	5-078
	e.	
1.00 CONDITION		ć

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 PEXTENT



MISOE	NO.	· · · · · · · · · · · · · · · · · · ·			G
		19.°			
PROGRAM '		BUSINESS AND OFFICE		_ DIVISION 07	DATA PROCESSING
			ATIONS	<b>-</b>	
				UNIT 03	PUNCH CARD
					PROCESSING
			•	TERMOB NO.	5-079
			v		
1.00	CONI	OITION	٠		
					٠
	()	1.02 1.03	BASIC OFFICE SUPI KEY PUNCH. MACHINI FORTRAN PROGRAMM	E	
	( )	1.04	BLANK CARDS		
	2222	1001/3370	<b>15</b>		
2.00	PER	FORMANC	,E		
1					
,	GENI	ERAL SI	ATEMENT OF PERFOR	MANCE AND RESULTIN	NG OUTCOME
	7)	2.01	PUNCH SOURCE DEC	K FROM FORTRAN COL	OING SHEETS EMPLOYING
			THE FOLLOWING OP	ERATIONS:	
	L	2.02	CONVERT WORK STA	TION FOR TASK	"
	·	2.03			Y M
	·		FEED CARD		
	<b>)</b> (	2.05		TO CARD	
	<b>)</b> (	2.06		20 0.22	E.
-	( )	2.00	PROOFINDAD		
			-	P	
3.00	EVMI	ייאזיי		+	
3.00	EXII	214 T			
	ı				
	GENI	ERAL ST	TATEMENT OF EXTENT	AND EXTENT OF RE	SULTING OUTCOME
	()	3.01	CARDS PUNCHED CO	RRECTLY TO APPROVE	AL OF BOARD OF
			EXPERT RATERS.	TO BE COMPLETED W	ITHIN 1 HOUR
				ION JUDGED AS SAT	ISFACTORY OR
			UNSATISFACTORY		
	L		<u> </u>		
	()	3.02		ONED FOR EFFICIEN	) )
	( )	3.03		NOT MUTILATED	· · · · · · · · · · · · · · · · · · ·
	( )		CARD FED		
	( )	3.05			
	/ \	2 06	ATT EDDODG TOCAT	TRED	1

		MISOE NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING
USOE CODE NO(S) OCCUPATIONS	UNIT 03	PUNCH CARD PROCESSING
	TERMOB NO.	5-079
1.00 CONDITION		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.		·	*	
PROGR	AM		ESS AND OFFICE	DIVISION 07 UNIT 03 TERMOB NO.	PUNCH CARD PROCESSING 5-080
· 1 ·		1	٠	/	
1.00	COND	ITION			
•	( )	1.03	BASIC OFFICE SUPPI KEYPUNCH MACHINE RPG SPECIFICATION BLANK CARDS	•	•
2.00	PERF	ORMANC	E		· .
	GENE	RAL ST 2.01	ATEMENT OF PERFORMA PUNCH OBJECT DECK EMPLOYING THE FOLI	FROM RPG SPECIF	ICATION SHEETS
	()	2.02 2.03 2.04	CONVERT WORK STATI TRANSFER CODING TO PROOFREAD CARDS AG	CARDS	
3.00	EXTE	NT			
•	GENE	RAL ST	ATEMENT OF EXTENT A OBJECT DECK IS PUN RATERS. TO BE COM OPERATION JUDGED A	ICHED TO APPROVA IPLETED WITHIN 2	L OF BOARD OF EXPERT HOURS WITH EACH
ļ	()	3.03	MATERIALS POSITION LANGUAGE IS CORRECT ALL ERRORS LOCATED	T	CY

	•		
PROGRAM BUSINESS AND OFFICE	DIVISION 97	DATA PROCESSI	<u>n¢</u>
USOE CODE NO(S)	UNIT 93 =	PUNCH CARD PROCESSING	
	TERMOB NO.	5-080	
			* .
1.00 CONDITION	•		•

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.	· · · · · · · · · · · · · · · · · · ·			•		
PROGR		SINESS AN		DIVISION	07	DATA PROCES	SING
	00	CUPATIONS		UNIT	03	PUNCH CARD	
		w w				PROCESSING	
	*			TERMOB NO.	• ,	5-081	<u> </u>
•							
•		2					
1.00	CONDITI	ON					۵
~			OFFICE SUPPLIE	ES (TABLE T-	3)		ď
			NCH MACHINE	_			)
			AM DRUM CARD				
		04 BLANK	E DOCUMENTS				مسي
			ESCRIPTION SHE	ET		•	•
	( )						
٨	un.						
2.00	PERFORM	LANCE				Ÿ.	
•							
•							<u></u>
	GENERAI	STATEMEN	T OF PERFORMANC	CE AND RESUL	TINC	OUTCOME	
3		01 PUNCE	I CARDS FROM SO	URCE DOCUMEN	<u>its</u> i	EMPLOYING T	HE
		FOLLO	WING OPERATION	5:		,	
	L	02 CONVE	ERT WORK STATIO	N FOR TASK		<del></del>	
		03 FILL	HOPPER WITH BL	ANK DATA CAR	RDS		
	() 2.	.04 INSE	RT PROGRAM CARD		DRUM	4	•
		.05 SET 1	NECESSARY SWITCH	HES		. DDC	
		-	SFER SOURCE DOC	ument data i	ro C	AKDS	
	() 2.	.07 PROOI	FREAD CARDS				
			*				
3.00	EXTENT	,					47
3,00					-		
			<del></del>	,		<del></del>	
		r cmampard	NT OF EXTENT AN	ה הצייבאיי הב	RESI	ULTING OUTC	OME
		.01 DATA	CARDS ARE PUN	CHED TO APPE	ROVA	L OF BOARD	OF EXPERT
	, ,	RATE	RS. TO BE COMP	LETED WITHIN	1 2 1	HOURS WITH	EACH
	1	OPER	ATION JUDGED AS	SATISFACTOR	RY O	R UNSATISFA	CTORY
•				D 700 555745	T ID NO.	<u></u>	
			RIALS POSITIONE	D FOR EFFICI	LENC:	<b>X</b>	-
			ECT CARDS USED ERLY ALIGNED				
	() 3	.05 TO P	ROPERLY ACTIVAT	E PROGRAM		•	
	() 3	.06 LANG	UAGE IS CORRECT				
			ERRORS LOCATED				

USOE CODE NO(S)  OCCUPATIONS UNIT 03 PUNCH CARD PROCESSING TERMOB NO. 5-081	PROGRAM	BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING	
	USOE CODE		UNIT 03		
		<del></del>	TERMOB NO.		, K. 250
				•	

# 2,00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



ROGR	AM	BUSIN	ESS AND OFFICE	DIVISION	07	DATA PROCESSING
	***	CCCUP	ATIONS	UNIT	03	PUNCH CARD
			•	OMIT	U,3	PROCESSING
			•	TERMOB NO	<b>)</b> .	5-082
	-			1210102	•	
	•	•				р (4
						age.
.00	COND	ITION	¢			
						,
	( )		BASIC OFFICE SUPPLE	ES (TABLE T	<b>-3</b> )	•
	( )	1.02	KEYPUNCH MACHINE	•		
a.	( )	1.03	BLANK CARDS		CIIDD	ė.
	( )	1.04	PREPARED STANDARD	CARD LAYOUT	SHEE	71
	•					
	מלישת	ORMANO	វក			
	PERI	OKCATATAC	, <u>r</u>		s.,	•
				the state of the s		
	· ·					
	GENE	ERAL SI	ATEMENT OF PERFORMA	NCE AND RESU	LTIN	IG OUTCOME
	GENE	ERAL ST	ATEMENT OF PERFORMAL PUNCH STANDARD (PRO	OGRAM I) PRO	GRAM	I CARD FOR KEYPUNCH
	GENE		ATEMENT OF PERFORMAL PUNCH STANDARD (PRO PROGRAM DRUM EMPLO	OGRAM I) PRO	GRAM	I CARD FOR KEYPUNCH
,	GENI	2.01	PUNCH STANDARD (PROPROGRAM DRUM EMPLOY	OGRAM I) PRO YING THE FOL	GRAM	I CARD FOR KEYPUNCH
,	GENI	2.01	PUNCH STANDARD (PROPROGRAM DRUM EMPLO)  CONVERT WORK STATIS	OGRAM I) PRO YING THE FOL	GRAM	I CARD FOR KEYPUNCH
•	GENE ( )	2.01 2.02 2.03	PUNCH STANDARD (PROPROGRAM DRUM EMPLOTEMENT WORK STATION FEED BLANK CARD	OGRAM I) PRO YING THE FOL	GRAM	I CARD FOR KEYPUNCH
	GENI ( ) ( ) ( )	2.01 2.02 2.03 2.04	PUNCH STANDARD (PROPROGRAM DRUM EMPLOTEMENT WORK STATISTED BLANK CARD ENCODE CARD	OGRAM I) PRO YING THE FOL ON FOR TASK	<u>GRAM</u> LOWI	I CARD FOR KEYPUNCH ING OPERATIONS:
,	GENI ( ) ( ) ( ) ( )	2.01 2.02 2.03	PUNCH STANDARD (PROPROGRAM DRUM EMPLOTEMENT WORK STATION FEED BLANK CARD	OGRAM I) PRO YING THE FOL ON FOR TASK	<u>GRAM</u> LOWI	I CARD FOR KEYPUNCH ING OPERATIONS:
,	( ) ( ) ( ) ( )	2.01 2.02 2.03 2.04	PUNCH STANDARD (PROPROGRAM DRUM EMPLOTEMENT WORK STATISTED BLANK CARD ENCODE CARD	OGRAM I) PRO YING THE FOL ON FOR TASK	<u>GRAM</u> LOWI	I CARD FOR KEYPUNCH ING OPERATIONS:
	()	2.01 2.02 2.03 2.04 2.05	PUNCH STANDARD (PROPROGRAM DRUM EMPLOTEMENT WORK STATISTED BLANK CARD ENCODE CARD	OGRAM I) PRO YING THE FOL ON FOR TASK	<u>GRAM</u> LOWI	I CARD FOR KEYPUNCH ING OPERATIONS:
3.00	( ) ( ) ( ) ( ) ( )	2.01 2.02 2.03 2.04 2.05	PUNCH STANDARD (PROPROGRAM DRUM EMPLOTEMENT WORK STATISTED BLANK CARD ENCODE CARD	OGRAM I) PRO YING THE FOL ON FOR TASK	<u>GRAM</u> LOWI	I CARD FOR KEYPUNCH ING OPERATIONS:
3.00	()	2.01 2.02 2.03 2.04 2.05	PUNCH STANDARD (PROPROGRAM DRUM EMPLOTEMENT WORK STATISTED BLANK CARD ENCODE CARD	OGRAM I) PRO YING THE FOL ON FOR TASK	<u>GRAM</u> LOWI	I CARD FOR KEYPUNCH ING OPERATIONS:
3.00	( ) ( ) ( ) ( )	2.01 2.02 2.03 2.04 2.05	PUNCH STANDARD (PROPROGRAM DRUM EMPLOY  CONVERT WORK STATIS FEED BLANK CARD ENCODE CARD CHECK CARD AGAINST	OGRAM I) PRO YING THE FOL ON FOR TASK LAYOUT SHEE	GRAM LOWI	I CARD FOR KEYPUNCH ING OPERATIONS:
3.00	( ) ( ) ( ) ( )	2.01 2.02 2.03 2.04 2.05	PUNCH STANDARD (PROPROGRAM DRUM EMPLOY  CONVERT WORK STATIC FEED BLANK CARD ENCODE CARD CHECK CARD AGAINST	OGRAM I) PRO YING THE FOL ON FOR TASK  LAYOUT SHEE	GRAM LOWI	I CARD FOR KEYPUNCH ING OPERATIONS:
3.00	( ) ( ) ( ) ( )	2.01 2.02 2.03 2.04 2.05	PUNCH STANDARD (PROPROGRAM DRUM EMPLOY  CONVERT WORK STATION FEED BLANK CARD ENCODE CARD CHECK CARD AGAINST  CATEMENT OF EXTENT A PROGRAM CARD IS PU	OGRAM I) PRO YING THE FOL ON FOR TASK  LAYOUT SHEE  ND EXTENT OF NCHED TO APP	ERAM LOWI	SULTING OUTCOME
3.00	( ) ( ) ( ) ( )	2.01 2.02 2.03 2.04 2.05	PUNCH STANDARD (PROPROGRAM DRUM EMPLOY  CONVERT WORK STATION FEED BLANK CARD ENCODE CARD CHECK CARD AGAINST  CATEMENT OF EXTENT A PROGRAM CARD IS PURATERS. TO BE COM	OGRAM I) PRO YING THE FOL ON FOR TASK  LAYOUT SHEE  ND EXTENT OF NCHED TO APP PLETED WITHI	RESPROVA	SULTING OUTCOME AL OF BOARD OF EXPER D MINUTES WITH EACH
3.00	( ) ( ) ( ) ( )	2.01 2.02 2.03 2.04 2.05	PUNCH STANDARD (PROPROGRAM DRUM EMPLOY  CONVERT WORK STATION FEED BLANK CARD ENCODE CARD CHECK CARD AGAINST  CATEMENT OF EXTENT A PROGRAM CARD IS PU	OGRAM I) PRO YING THE FOL ON FOR TASK  LAYOUT SHEE  ND EXTENT OF NCHED TO APP PLETED WITHI	RESPROVA	SULTING OUTCOME AL OF BOARD OF EXPER D MINUTES WITH EACH
3.00	( ) ( ) ( ) ( )	2.01 2.02 2.03 2.04 2.05 ENT ERAL ST 3.01	PUNCH STANDARD (PROPROGRAM DRUM EMPLOY  CONVERT WORK STATIC FEED BLANK CARD ENCODE CARD CHECK CARD AGAINST  CATEMENT OF EXTENT A PROGRAM CARD IS PURATERS. TO BE COM OPERATION JUDGED A	OGRAM I) PRO YING THE FOL ON FOR TASK  LAYOUT SHEE  ND EXTENT OF NCHED TO APP PLETED WITHI S SATISFACTO	RESPROVE	SULTING OUTCOME AL OF BOARD OF EXPER O MINUTES WITH EACH OR UNSATISFACTORY
3.00	( ) ( ) ( ) ( )	2.01 2.02 2.03 2.04 2.05 ENT ERAL ST 3.01	PUNCH STANDARD (PROPROGRAM DRUM EMPLOY  CONVERT WORK STATION  FEED BLANK CARD  ENCODE CARD  CHECK CARD AGAINST  CATEMENT OF EXTENT A  PROGRAM CARD IS PURPLE OF THE COME OPERATION JUDGED A  MATERIALS POSITION	OGRAM I) PRO YING THE FOL ON FOR TASK  LAYOUT SHEE  ND EXTENT OF NCHED TO APP PLETED WITHI S SATISFACTO	RESPROVE	SULTING OUTCOME AL OF BOARD OF EXPER O MINUTES WITH EACH OR UNSATISFACTORY
3.00	( ) ( ) ( ) ( )	2.01  2.02 2.03 2.04 2.05  ENT  ERAL ST 3.01  3.02 3.03	PUNCH STANDARD (PROPROGRAM DRUM EMPLOY  CONVERT WORK STATIC FEED BLANK CARD ENCODE CARD CHECK CARD AGAINST  CATEMENT OF EXTENT A PROGRAM CARD IS PURATERS. TO BE COM OPERATION JUDGED A	OGRAM I) PRO YING THE FOL ON FOR TASK  LAYOUT SHEE  ND EXTENT OF NCHED TO APP PLETED WITHI S SATISFACTO ED FOR EFFIC	RESPROVE	SULTING OUTCOME AL OF BOARD OF EXPER O MINUTES WITH EACH OR UNSATISFACTORY

PROGRAM	BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING
USOE CODE	OCCUPATIONS NO(S)	UNIT 03 _	PUNCH CARD PROCESSING
**		TERMOB NO.	5-082
The second second		٨	
1.00 CON	DITION	•	

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



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PROGR	<u> </u>		ESS AND OFFICE	DIVISION	07	DATA PROCESSING
		OCCUP	ATIONS	UNIT	03	PUNCH CARD PROCESSING
				TERMOB NO	•	5-083
	•				*	· .
*			1			
1.00	COND	ITION		3		•
1	~ ( <u>)</u>		PUNCHED CARDS			P .
<del></del>	-		KEY PUNCH MACHINE PROJECT DESCRIPTION			
	()		SOURCE DOCUMENTS	li m		
4	( )	1.05	VERIFIER	•	- 1	_
	( )	1.06	BASIC OFFICE SUPPLI	ES (TABLE T-	3)	IED CARDS
ч _е .	( )	1.07	BLANK CARDS FIELDEL	LIKE THE PO		1ED CARDS
2 00	กตกร	ORMANO	יים	•		•
2.00	PERF	OKMANC	,			
	<del></del>	_,		υ		<u> </u>
**	GENE	RAL ST	ATEMENT OF PERFORMAN	NCE AND RESUL	TI	NG OUTCOME
	(7)	2.01		FOR ERRORS	EMI	PLOYING THE FOLLOWING
:			OPERATIONS:			
•		2.02	CONVERT WORK STATIC	ON FOR TASK		
	· ( )		DESK CHECK CARDS			
	( )	_	USE VERIFIER	9		
	( )	2.05	CORRECT ERRORS	~		
_ 4 _			•			•
3.00	EXTE	ENT				v
	GENE		ATEMENT OF EXTENT A	ND EXTENT OF	RE	SULTING OUTCOME
	[(])	3.01	PUNCHED CARDS ARE TO THE APPROVAL OF	VERIFIED AND	EK) IYDI	RORS ARE CORRECTED ERT RATERS. TO BE
	1		COMPLETED WITHIN 1	HOUR WITH EA	ACH	OPERATION JUDGED
	1.		AS SATISFACTORY OR	UNSATISFACTO	ORY	
-	L-5	3.02	MATERIALS POSITION	ED FOR EFFICI	EN	CY
-	ii	3.03	ALL ERRORS · LOCATED	· **		
-	( )	3.04	ALL ERRORS LOCATED	-		
	( -()	3.05	CARDS REPUNCHED			
				3		

	*		
PROGRAM _	BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING
USOE CODE	NO(S) OCCUPATIONS	UNIT 03	PUNCH CARD S
t,		TERMOB NO.	PROCESSING 5-083
÷.		٠,	€
1.00 CON	DITION	ن	

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.	· · · · · · · · · · · · · · · · · · ·		•			•
PROGR	AM		ESS AND ATIONS	OFFICE	DIVISION	N 07	DATA PROCESSING
		OCCUPA	ALLUNG		UNIT	.03	PUNCH CARD
*	9		٥	.a.			PROCESSING
٥	2		ē,	ÿ¹	TERMOB !	NO.	5_084
,		٠		٠	•		
1.00	COND	ITION			*		
5	ء د	e					
	( )			FFICE SUPPL	IES (TABLE	T-3)	
	- 1) - 1	1.02	PUNCHEI	CARDS CH MACHINE			
	<b>)</b> (	1.04		DESCRIPTION	4		
٥	<b>?</b>			DOCUMENTS	•		
.0	<i>``</i>			ING MACHINE			
3	( )		BLANK C				
,	• •	4		•			•
~ <b></b>		0014117	_		•		
2.00	PERF	ORMANC	HS .				
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				<del></del>			
	GENE			OF PERFORMA			
~	( )	2.01	VERIFY	PUNCH CARDS	EMPLOYING	THE F	COLLOWING OPERATIONS:
. '	()	2.02	CONVER	WORK STATI	ON FOR TASK	•	
	( )	2.03		HECK CARDS			٠
	( ) .	2.04	USE VE		Þ		
	( ).	2.05	CORRECT	r errors			
	-	~,	a				
3.00	EXTE	איזי					o
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			a mira emazem	On reversion a	un nymeum o	משמ שי	CULTURE OF COME
	GENE	RAL ST	PUNCU	OF EXTENT A	DIETED TO A	PPPO	SULTING OUTCOME VAL OF BOARD OF
	, ,	3.01	EXPERT	RATERS. TO	BE COMPLET	ED WI	THIN 1 HOUR WITH
				PERATION JUD			
		٠.		FACTORY			
	<u></u>						* a
	( )	3.02		ALS POSITION		CIENC	Z <b>Y</b>
	( )	3.03		RORS LOCATED			
	( )			RORS LOCATED			
*	( )	3.05	CARDS	REPUNCHED			

		MISOE NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING
USOE CODE NO(S) OCCUPATIONS	UNIT 03	PUNCH CARD PROCESSING
	TERMOB NO.	5_084
		•
1.00 CONDITION		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	· · · · · · · · · · · · · · · · · · ·	. 1	
PROGR		ESS AND OFFICE	DIVISION 07 UNIT 03 TERMOB NO.	DATA PROCESSING  PUNCH CARD  PROCESSING  5-085
1.00	CONDITION	•	v	
· · · · · · · · · · · · · · · · · · ·	() 1.02	BASIC OFFICE SUPPLE PUNCHED CARDS WITH PUNCH CARD SORTING	DATED INFORMATI	ON
2.00	PERFORMANC	<b>E</b>		ट ११
	() 2.01 () 2.02 () 2.03	ATEMENT OF PERFORMAL SORT PUNCHED CARDS FOLLOWING OPERATION CONVERT WORK STATIC LOAD MACHINE SET COLUMN READ	CHRONOLOGICALLY	G OUTCOME EMPLOYING THE
		SORT FOR YEAR SORT FOR MONTH SORT FOR DAY		
3.00	EXTENT		·	
	GENERAL ST	ATEMENT OF EXTENT AND PUNCHED CARDS ARE OF BOARD OF EXPERT 1 HOUR WITH EACH OF OR UNSATISFACTORY	SORTED CHRONOLOG RATERS. TO BE	SICALLY TO APPROVAL COMPLETED WITHIN
		MATERIALS POSITIONS CARDS STACKED EVENS CORRECT COLUMN CARDS ARE IN ORDER CARDS ARE IN ORDER	LY BY YEAR BY MONTH	<b>Y</b>

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PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING
USOE CODE NO(S) OCCUPATIONS	UNIT 03	PUNCH CARD PROCESSING
	TERMOB NO.	5_085 L
1.00 CONDITION	é	

# 2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.		*		
		-			
PROGR	AM BUSIN	ESS AND OFFICE	DIVISION	07	DATA PROCESSING
		ATIONS			
	·	c. "	UNIT	03	PUNCH CARD
	<b>Y</b>				PROCESSING
		·	TERMOB NO	).	5-086
	:	v			·
		è			
1.00	CONDITION		b		
	( ) 1 01	DIDIGUED CARDO METRO	NINGDTO STE	ne.	•
	() 1.01	PUNCHED CARDS WITH SUFFICIENT INFORMA			ED HIEDARCHY OF
	( ) 1.02	NUMERIC FIELDS	TION AS TO DI	7 L L L	no ithiumona or
	( ) 1.03	CARD SORTER			
*		SORTER RACK	*		٠
		CARD TRAYS			
-	() 1.06	CARD HOLDERS			
	<u>.</u>	• 1			
		_	•		
2.00	PERFORMANC	E 🔩	-1		
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	GENERAL ST	ATEMENT OF PERFORMA	NCE AND RESU	LTIN	G OUTCOME -
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	() 2.02	CONVERT WORK STATI	ON FOR TASK		
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		MISOE NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING
USOE CODE NO(S) OCCUPATIONS	UNIT 03	PUNCH CARD PROCESSING
	TERMOB NO.	5-086
1.00 CONDITION		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



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PROGR	AM		ESS AND OFFICE	DIVISION	07	DATA PROCESSING
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	( )		SORT EACH COLUMN			
	( ).	2.06	VISUALLY CHECK SO	RTED CARDS		
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P ROGRAM	BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING	
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# 2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

### 3.00 EXTENT



( ) 1.01 PUNCHED CARDS ( ) 1.02 BLANK CARDS ( ) 1.03 REPRODUCING PUNCH ( ) 1.04 WIRED PANEL ( ) 1.05 CARD TRAYS ( ) 1.06 CARD HOLDERS  2.00 PERFORMANCE  GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME ( ) 2.01 REPRODUCE PUNCHED CARDS USING REPRODUCING PUNCH EMPLOYING THE FOLLOWING OPERATIONS:  ( ) 2.02 CONVERT WORK STATION FOR TASK ( ) 2.03 LOAD READ HOPPER WITH PUNCHED CARDS ( ) 2.04 LOAD PUNCH HOPPER WITH BLANK CARDS ( ) 2.05 INSERT WIRED PANEL ( ) 2.06 SET PROPER SWITCHES ( ) 2.07 VISUALLY COMPARE PUNCHED CARDS WITH MASTER CARDS	4ISOE	NO.	<del></del> _	<u> </u>				
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() 2.05 INSERT WIRED PANEL () 2.06 SET PROPER SWITCHES () 2.07 VISUALLY COMPARE PUNCHED CARDS WITH MASTER CARDS  3.00 EXTENT  GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME () 3.01 CARDS ARE REPRODUCED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY () 3.02 MATERIALS POSITIONED FOR EFFICIENCY () 3.03 NEATLY STACKED () 3.04 NEATLY STACKED () 3.05 PROPERLY CONNECTED () 3.06 FOR DESIRED OPERATIONS		( )						
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2.07 VISUALLY COMPARE PUNCHED CARDS WITH MASTER CARDS  3.00 EXTENT  GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME  ( ) 3.01 CARDS ARE REPRODUCED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY  ( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY ( ) 3.03 NEATLY STACKED ( ) 3.04 NEATLY STACKED ( ) 3.05 PROPERLY CONNECTED ( ) 3.06 FOR DESIRED OPERATIONS		( )					A [*]	
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GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME  ( ) 3.01 CARDS ARE REPRODUCED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY  ( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY ( ) 3.03 NEATLY STACKED ( ) 3.04 NEATLY STACKED ( ) 3.05 PROPERLY CONNECTED ( ) 3.06 FOR DESIRED OPERATIONS	- *						h.	
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( ) 3.01 CARDS ARE REPRODUCED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY  ( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY ( ) 3.03 NEATLY STACKED ( ) 3.04 NEATLY STACKED ( ) 3.05 PROPERLY CONNECTED ( ) 3.06 FOR DESIRED OPERATIONS					* · ·			
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RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY  ( ) 3.02 /MATERIALS POSITIONED FOR EFFICIENCY ( ) 3.03 NEATLY STACKED ( ) 3.04 NEATLY STACKED ( ) 3.05 PROPERLY CONNECTED ( ) 3.06 FOR DESIRED OPERATIONS	•	GENE		ATEMENT OF EXTENT A	ND EXTENT O	F RES	SUDTING OUTCOME	
OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY  ( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY ( ) 3.03 NEATLY STACKED ( ) 3.04 NEATLY STACKED ( ) 3.05 PROPERLY CONNECTED ( ) 3.06 FOR DESIRED OPERATIONS		()	3.01					
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() 3.03 NEATLY STACKED () 3.04 NEATLY STACKED () 3.05 PROPERLY CONNECTED () 3.06 FOR DESIRED OPERATIONS		<u></u>						
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() 3.05 PROPERLY CONNECTED () 3.06 FOR DESIRED OPERATIONS		( )				-		
( ) 3.06 FOR DESIRED OPERATIONS		( )						
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( ) 3.07 ALL ERRORS LOCATED		( )						
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ROGRAM	BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING	
	OCCUPATIONS			Ĉ
JSOE CODE		UNIT 03	PUNCH CARD	_
			PROCESSING	_
		TERMOR NO.	5_088	

1.00 CONDITION

#### 2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.		<del></del>	~	
PROGR	MAN _		IESS AND OFFICE	DIVISION 07	DATA PROCESSING
•		OCCOP	ALLONS	UNIT 03	PUNCH CARD
					PROCESSING
	*			TERMOB NO.	5-089
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				-	
1.00	CON	DITION	79	· •	
		7 03	Washer Care		
,			MASTER CARD		
•	. ; (		BLANK CARDS	A	•
			WIRED PANEL	v.	
	, j		REPRODUCING PUNCH CARD TRAYS		
	- ) (		CARD HOLDERS		
	( )	1.00	CARD HOLDERS	*	
21					
2.00	PER	FORMANO	Œ	*	
		•	<b>√</b>		
	GENI	ERAL ST 2.01	CATEMENT OF PERFORMA GANGPUNCH CARDS US THE FOLLOWING OPER	ING REPRODUCING	
	<del>- 7 7</del>	2.02	CONVERT WORKSTATIO	N FOR TASK	The same of the sa
	75	2.03			TNTO DUNCH HODDER
	ii	2.04	*		21120 101101 11011 211
	<i>```</i>	2.05	SET SWITCHES	·	
	• •		9		
3.00	EXT	ENT		v	
<b>~</b> *	GENI	ERAL ST	ATEMENT OF EXTENT A	ND EXTENT OF RE	SULTING OUTCOME
	7)			CHED TO APPROVA PLETED WITHIN 1	L OF BOARD OF EXPERT HOUR WITH EACH
,	73	3.02	MATERIALS POSITION	ED FOR EFFICIEN	CY
	( )	3.03		LY	
	( )	-			•

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PROGRAM BUSINESS AND OFFICE OCCUPATIONS	DIVISION 07	DATA PROCESSING	
USOE CODE NO(S)	UNIT 03	PUNCH CARD	
		PROCESSING	
	TERMOB NO.	5_089	
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1.00 CONDITION		P.	
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GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



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OGRAM	BUSIN	ESS AND OFFICE	DIVISIO	N 07	DATA PROCESSING
	OCCUP.	ATIONS	••••	0.0	PUNCTI CARD
•			UNIT	03	PUNCH CARD PROCESSING
			TERMOB	NO.	5-090 a
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AA (101	NDITION	<b>4</b>	1		-
.00 CO	ADITION	ř			
	1.01	MARK-SENSED CARDS	*		A Company of the Company
·	1.02	REPRODUCING PUNCH		=	
<u>.</u>	1.03	WIRED PANEL			• •
·	1.04	CARD TRAYS	~	•	, A
i	1.05		•		
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		· · · · · · · · · · · · · · · · · · ·	- 1		
.00 PE	RFORMANC	E			•
	•		٠		
GE (	) 2.01	PUNCH MARKED-SENSE OF EMPLOYING THE FOLLOW	CARDS USI WING OPER N FOR TAS	ATION:	S:
GE (	) 2.01	PUNCH MARKED-SENSE ( EMPLOYING THE FOLLOW  CONVERT WORK STATION LOAD PUNCH HOPPER WI INSERT WIRED PANEL SET NECESSARY SWITCH VISUALLY CHECK PUNCH	NING OPER N FOR TAS ITH MARK- HES HED CARDS	ATION: K SENSE	E REPRODUCING FUNCAL S:  D CARDS
	) 2.01 ) 2.02 ) 2.03 ) 2.04 ) 2.05	PUNCH MARKED-SENSE ( EMPLOYING THE FOLLOW  CONVERT WORK STATION LOAD PUNCH HOPPER WI INSERT WIRED PANEL SET NECESSARY SWITCH	NING OPER N FOR TAS ITH MARK- HES HED CARDS	ATION: K SENSE	E REPRODUCING FUNCA S: D CARDS
.00 E	) 2.01 ) 2.02 ) 2.03 ) 2.04 ) 2.05 ) 2.06	PUNCH MARKED-SENSE CEMPLOYING THE FOLLOW  CONVERT WORK STATION LOAD PUNCH HOPPER WITTED INSERT WIRED PANEL SET NECESSARY SWITCH VISUALLY CHECK PUNCH OF PUNCHED FIELDS  TATEMENT OF EXTENT AN CARDS PUNCHED TO AP TO BE COMPLETED WITT JUDGED AS SATISFACT  MATERIALS POSITIONE CARDS NEATLY STACKE PROPERLY CONNECTED	NING OPER N FOR TAS ITH MARK- HES HED CARDS S D EXTENT PROVAL OF HIN 1 HOUSE CORY OR UT	OF REF BOAF	E REPRODUCING FUNCATES:  D CARDS  PROPER POSITIONING  SULTING OUTCOME  ED OF EXPERT RATERS.  THE EACH OPERATION  SFACTORY
.00 E	) 2.01 ) 2.02 ) 2.03 ) 2.04 ) 2.05 ) 2.06  ETENT  ENERAL S ) 3.01	PUNCH MARKED-SENSE CEMPLOYING THE FOLLOW  CONVERT WORK STATION LOAD PUNCH HOPPER WITTEN THE PANEL SET NECESSARY SWITCH VISUALLY CHECK PUNCH OF PUNCHED FIELDS  TATEMENT OF EXTENT AN CARDS PUNCHED TO AP TO BE COMPLETED WITTEN TO BE COMPLETED WITTEN TO BE COMPLETED WITTEN TO BE CARDS NEATLY STACKED PROPERLY CONNECTED FOR DESIRED OPERATIONS	NING OPER N FOR TAS ITH MARK- HES HED CARDS S D EXTENT PROVAL OF HIN 1 HOUSE CORY OR UT	OF REF BOAF	E REPRODUCING FONCH  S:  D CARDS  PROPER POSITIONING  SSULTING OUTCOME  ED OF EXPERT RATERS.  THE EACH OPERATION  SFACTORY

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PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING
USOE CODE NO(S) OCCUPATIONS	UNIT 03	PUNCH CARD PROCESSING
	TERMOB NO.	5-090
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1.00 CONDITION		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	<del> </del>				
PROGRAM		BUSINESS AND OFFICE OCCUPATIONS		DIVISION 07		DATA PROCESSING
*	<del></del> ,			UNIT	04	COMPUTER OPERATIONS
	۹		<b>A</b>	TERMOB	NO.	5_091
1.00	COND	ITION				o . o
	( )	1.02	BASIC OFFICE SUPPLI DISK PACK DISK DRIVE	ES (TABLE	<b>T-3)</b>	
2.00	PERF	ORMANC	Œ			en e
¢	GENE	2.01	ATEMENT OF PERFORMAN MOUNT A DISK PACK O FOLLOWING OPERATION SET SWITCHES	N A DISK	SULTIN DRIVE	NG OUTCOME EMPLOYING THE
•	()	2.03	LOAD DISK PACK SET SWITCHES		-	
3.00	EXTE	NT				
	GENE	RAL ST	CATEMENT OF EXTENT AND DISK PACK IS MOUNTE OF EXPERT RATERS. WITH EACH OPERATION	D ON DISK TO BE COM	DRIVI PLETEI	O WITHIN 5 MINUTES
		3.02 3.03 3.04	DISK PACK IS LOADED	CORRECTL	Y	

N.	e Mariana de Mariana	M	IISOE NO.	· · · · · · · · · · · · · · · · · · ·
PROGRAM	BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSI	NG
USOE CODE	OCCUPATIONS	UNIT 04	COMPUTER OPER	MATIONS
p.		TERMOB NO.	5-091	
		٠	6 a	v
1.00 CON	IDITION			

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.		<u> </u>				
PROGRAM			ESS AND OFFICE	DIVISION (		DATA PROCESSING  COMPUTER OPERATIONS	
				TERMOB N	0.	5-092	
1.00	COND	ITION	••	o	" ສຸ		
	()	1.02	BASIC OFFICE SUPPLIES MAGNETIC TAPE MAGNETIC TAPE DRIVE	(TABLE T	!=3)		
2.00	PERF	ORMANO	<b>:E</b>	<b>.</b>			
	GENE	2.01	ATEMENT OF PERFORMANCE MOUNT A REEL OF MAGNE THE FOLLOWING OPERATI	TIC TAPE	ON A	NG OUTCOME A TAPE DRIVE EMPLOYING	
		2.02 2.03 2.04	SET SWITCHES FOR LOAD LOAD REEL SET SWITCHES	ING		·	
3.00	EXTE	nt .	i i		_		
	GENE	RAL ST	ATEMENT OF EXTENT AND MAGNETIC TAPE REEL IS TO APPROVAL OF BOARD PLETED WITHIN 5 MINUT AS SATISFACTORY OR UK	MOUNTED OF EXPERI PES WITH I	on n 'Ra'i Each	MAGNETIC TAPE DRIVE TERS. TO BE COM-	
- 1		3.02 3.03 3.04	REEL IS LOADED CORREC	TLY	*****		

•		MISOE NO.
PROGRAM BUSINESS AND OFFICE OCCUPATIONS USOE CODE NO(S)	DIVISION 07	DATA PROCESSING  COMPUTER OPERATIONS
OSOE CODE NO(D)	TERMOB NO.	5-092
1.00 CONDITION	×	•

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.		and the second		. · ·	
PROGRAM _		BUSINESS AND OFFICE OCCUPATIONS		4	DATA PROCESSING	
	• .	·		UNIT F 0.4	COMPUTER OPERATIONS	
	°¢		<u>.</u>	TERMOB NO.	5-093	
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1.00	COND	ITION				
	()	1.02	BASIC OFFICE SUPPLIES PUNCHED CARDS	•		
	( )_	1.03	CARD READER/PUNCH MAC	HINE .	<b>9</b>	
2.00	PERF	ORMANO	Œ			
				<b>,</b>		
·	GENE	RAL ST	ATEMENT OF PERFORMANCE LOAD CARD DECK IN CAR THE FOLLOWING OPERATI	D READER/PUNC		
			•		-7	
ن د	( )	2.02 2.03 2.04	SET SWITCHES LOAD PUNCHED CARDS SET SWITCHES		v	
3.00	EXTE	NT	•			
ا می				<u> </u>		
	GENE	RAL ST	ATEMENT OF EXTENT AND	EXTENT OF RES	ULTING OUTCOME	
÷	7)	3.01	PUNCHED CARDS ARE LOA TO APPROVAL OF BOARD COMPLETED WITHIN 2 MI JUDGED AS SATISFACTOR	DED IN CARD F OF EXPERT RAT NUTES WITH EA	READER PUNCH MACHINE PERS. TO BE ACH OPERATION	
ł	()	3.02				
	( )	3.03 3.04	PUNCHED CARDS ARE LOA SWITCHES ARE SET CORR			

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PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING		
USOE CODE NO(S) OCCUPATIONS	UNIT 04	COMPUTER OPERATIONS		
	TERMOB NO.	5-093		
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GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



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) C	COND	ITION		to See .	ť	• •
1	, ,	1.01	REPRODUCI	ING PÜNCH C	ONTROL PANEL D	IAGRAM
1	1	1.02	CONTROL F			
i	( )	1.03				3
			* <b>.</b>		<i>&gt;</i>	
•	<b>~</b>		Ç.	•	0	
F	PERF	ORMANO	E		-	4
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	GENE		ATEMENT OF	F PERFORMAN	CE AND RESULTI	NG OUTCOME_
9	GENE	RAL ST	WIRE REPR	RODUCING PU	NCH PANEL FROM	WIRING DIAGRAM
3	ENE		WIRE REPR	RODUCING PU	ICE AND RESULTI INCH PANEL FROM WING OPERATION	WIRING DIAGRAM
3	SENE	2.01	WIRE REPI	RODUCING PURSON THE FOLLO	WING OPERATION	WIRING DIAGRAM
3	3ENE	2.01	EMPLOYING	RODUCING PU THE FOLLOWORK STATION	WING OPERATION ON TO TASK	S:
C	SENE	2.01	EMPLOYING	RODUCING PU THE FOLLOWORK STATION	WING OPERATION ON TO TASK	WIRING DIAGRAM
	GENE	2.01	EMPLOYING	RODUCING PU THE FOLLOWORK STATION	WING OPERATION ON TO TASK	S:
	GENE	2.01 2.02 2.03	EMPLOYING	RODUCING PU THE FOLLOWORK STATION	WING OPERATION ON TO TASK	S:
	( ) ( )	2.01 2.02 2.03	EMPLOYING	RODUCING PU THE FOLLOWORK STATION	WING OPERATION ON TO TASK	S:
	( ) ( )	2.01 2.02 2.03	EMPLOYING	RODUCING PU THE FOLLOWORK STATION	WING OPERATION ON TO TASK	S:
	( ) ( ) EXTE	2.01 2.02 2.03	CONVERT V	RODUCING PURE THE FOLLOWORK STATIC	WING OPERATION ON TO TASK PANEL AS INDICA	S:. TED ON DIAGRAM
	( ) ( ) EXTE	2.01 2.02 2.03 ENT	CONVERT WINSERT WINSER	F EXTENT AN	NCH PANEL FROM WING OPERATION ON TO TASK PANEL AS INDICA ON EXTENT OF REAPPROVAL OF BOA	S: TED ON DIAGRAM  SULTING OUTCOME RD OF EXPERT RATERS
	( ) ( ) EXTE	2.01 2.02 2.03 ENT	CONVERT VINSERT WITH TATEMENT OF PANEL IS	F EXTENT AN WIRED TO A	NCH PANEL FROM WING OPERATION ON TO TASK PANEL AS INDICA OF EXTENT OF REAPPROVAL OF BOATHIN 30 MINUTES	S:  TED ON DIAGRAM  SULTING OUTCOME  RD OF EXPERT RATERS  WITH EACH OPERATION
	( ) ( ) EXTE	2.01 2.02 2.03 ENT	CONVERT VINSERT WITH TATEMENT OF PANEL IS	F EXTENT AN WIRED TO A	NCH PANEL FROM WING OPERATION ON TO TASK PANEL AS INDICA ON EXTENT OF REAPPROVAL OF BOA	S:  TED ON DIAGRAM  SULTING OUTCOME  RD OF EXPERT RATERS  WITH EACH OPERATION

	MISOE NO.
PROGRAM BUSINESS AND OFFICE OCCUPATIONS USOE CODE NO(S)	DIVISION 07 DATA PROCESSING  UNIT 04 COMPUTER OPERATIONS  TERMOB NO. 5-094
1.00 CONDITION	
GENERAL STATEMENT OF PERFO	ORMANCE AND RESULTING OUTCOME

3.00° EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

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ISOE	NO.	· · · · ·	<del></del>			A section
ROGR	AM		ESS AND OFFICE	DIVISIO	N 07	DATA PROCESSING
÷ .	·	OCCUP	ATIONS	UNIT	0.4	COMPUTER OPERATIONS
	Mary.			TERMOB	NO.	5_095
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.00	COND	ITION				
	()	1.02	LOCATIONS OF TH	D COLORS PUNCH CONTE RAL INFORM E SENDING I	ROL PA ATION FIELDS	
.00	PERF	ORMANC	E			à.
				VOR AND DEC		IG OUTGOVE
	()	2.01	PREPARE REPRODUCING STRAIGHT REPRODUCION OPERATIONS:	G PUNCH CON	NTROL	
		2.02		<b>14</b>		<u> </u>
•	( ).	2.03	INDICATE SENDING F INDICATE RECEIVING			1
		2.04	INDICATE RECEIVING INDICATE THE COMPA			
	• •					
.00	EXTE	NT				
•	GENE	PAT. ST	ATEMENT OF EXTENT A	ND EXTENT (	OF RES	SULTING OUTGOME
	()	3.01	CONTROL PANEL DIAG BOARD OF EXPERT RA 1 HOUR WITH EACH O OR UNSATISFACTORY	RAM IS PREI TERS. TO I	PARED BE COM	TO APPROVAL OF PLETED WITHIN
	()	3.02 3.03 3.04 3.05	MATERIALS POSITION CODED CORRECTLY CODED CORRECTLY INDICATED CORRECTL		CIENC	Y V

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PROGI	RAM R	USTNESS	AND OFFICE	DIVISIO	ON 07	DATA P	ROCESSING
USOE	CODE N	00	CUPATIONS	UNIT	04	COMPUT	ER OPERATIONS
3 " •				TERMOB	NO.	5-095	
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1.00	CONDI	TION	*				-

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.				
PROGRAM		BUSINESS AND OFFICE OCCUPATIONS		DIVISION 07 UNIT 0.4	COMPUTER OPERATIONS
		ų		TERMOB NO.	5_096
<b>.</b>			- -		
,1.00	COND	ITION			
	()	1.02	BASIC OFFICE SUPPI KEYPUNCH BLANK CARDS PREPARED MULTIPLE	•	4
2.00	PERF	ORMANC	Æ -		
_	<del></del>		And the second second		·····
•	GENE	BAT, ST	ATEMENT OF PERFORMA	NCE AND RESULTI	NG OUTCOME
	( )	2.01			TERNATE (PROGRAM II)
	,	, ii.	PROGRAM CARDS FOR THE FOLLOWING OPER		M DRUM EMPLOYING
	()	2.02	CONVERT WORK STATI	ON FOR TASK	
e.	( )	2.03	FEED BLANK CARD		
	( )	2.04	ENCODE CARD	************************	Danie T
		2.05 2.06	REINSERT CARD NOW ENCODE CARD	PUNCHED WITH PRO	JGRAM I
	(3)	2.07	TEST PROGRAMS USIN	IG SAMPLE DATA C	ARDS
	• •				,
3.00	EXTE	NT		•	•
		<u> </u>		· · · · · · · · · · · · · · · · · · ·	
			ATEMENT OF EXTENT A		
-	( )	3.01	PROGRAM CARDS ARE EXPERT PATERS. TO WITH EACH STEP JUL UNSATISFACTORY	BE COMPLETED W	ITHIN 30 MINUTES
	()		MATERIALS POSITION	ED FOR EFFICIENC	CY
	( )	3.03	CARD FED		_
	( )	3.04	WITH PROPER CODES		
	( )	3.05	CORRECTLY INSERTED		٠. ين
	。 (     )	3.06	WITH PROPER CODES	FOR PROGRAM II	Q.



ä	î.	ISOE NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 07 _	DATA PROCESSING
USOE CODE NO(S) OCCUPATIONS	UNIT 04	COMPUTER OPERATIONS
	TERMOB NO.	5-096
	i de la companya de	
1.00 CONDITION		
	e de	•
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	•	.d
2.00 PERFORMANCE	1	

## 3.00 EXTENT



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PROGR	AM		ESS AND OFFICE	DIVISION	07	DATA PROCESSING
	Ž			0.12.2	04	
				TERMOB NO	0.	5-097
		J ₁		· · · · · · · · · · · · · · · · · · ·		
1.00	COND	ITION				
	()		BASIC OFFICE SUPPLIES COMPUTER CONSOLE MACH INSTRUCTION WORK SHEE	INE	-3)	
2.00	PERF	ORMANC	E .			
	GENE	RAL ST.	ATEMENT OF PERFORMANCE LOAD PROGRAM THROUGH FOLLOWING OPERATIONS:	COMPUTER	LTIN	G OUTCOME OLE EMPLOYING THE
	( )		SET SWITCHES KEY IN PROGRAM	<b>4</b>		
3.00	EXTE	NT		٠		
	GENE		ATEMENT OF EXTENT AND	EXTENT OF	RES	ULTING OUTCOME
	( )	3.01	PROGRAM IS LOADED INT EXPERT RATERS. TO BE WITH EACH OPERATION OF UNSATISFACTORY	COMPLETE	D WI	THIN 2 MINUTES
	()	3.02 3.03		RECTLY ACCORDING	TO W	ORK SHEET INSTRUCTION

	м	ISOE NO.
PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING
USOE CODE NO(S) OCCUPATIONS	UNIT 04 _	COMPUTER OPERATIONS
	TERMOB NO.	5-097
	<b>~</b>	N. P.
1.00 CONDITION	» · · · · · · · · · · · · · · · · · · ·	

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.		· · ·		$v_i$
PROGR	AM		ESS AND OFFICE		DATA PROCESSING
		7		UNIT 04	COMPUTER OPERATIONS
	•		3 n	TERMOB NO.	_5_098
			•	-	9
1.00	COND	ITION		•	
	( )	1,02	BASIC OFFICE SUPPLIFORMS	•	
	(*)	1.03	HIGH SPEED PRINTER	MACHINE	· · · · · · · · · · · · · · · · · · ·
2.00	PERF	PORMANO	<b>E</b>	*	
3.00	GENE	2.01 2.02 2.03 2.04	MOUNT FORMS IN HIGH THE FOLLOWING OPERA SET SWITCHES LOAD FORMS SET SWITCHES	I SPEED PRINTER	NG OUTCOME MACHINE EMPLOYING
	GENI	ERAL ST	APPROVAL OF A BOARD WITHIN 5 MINUTES WI SATISFACTORY OR UNS	IN HIGH SPEED IN OF EXPERT RATE ITH EACH OPERATE SATISFACTORY	PRINTER MACHINE TO TERS. TO BE COMPLETED
		3.02 3.03 3.04	SWITCHES ARE SET CO FORMS ARE LOADED AN SWITCHES ARE SET CO	ND POSITIONED (	CORRECTLY

PROGRAM BUSINESS AND OFFICE	DIVISION 07	DATA PROCESSING.
USOE CODE NO(S)	UNIT 04	COMPUTER OPERATIONS
, 5-	TERMOB NO.	5-098
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1.00 CONDITION	•	
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MISOE NO.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

### TABLE T-3 BASIC OFFICE SUPPLIES

PENS

**PENCILS** 

TYPEWRI TER

PAPER

ASSORTED BUSINESS FORMS

**ENVELOPES** 

CORRECTING TAPE

CORRECTING FLUID

STAPLER

TAPE

RULER "

LETTER OPENER

TELEPHONE DIRECTORY

TELEPHONE

ASSORTED RUBBER STAMPS

DESK

CHAIR

PAPER CUTTER

CARBON PAPER

PAPER CLIPS

DICTIONARY

ERASER

PAPER PUNCH

#### Table T-4 Additional TERMOB Performance Statements

This form is provided for the addition of TERMOB performance statements to ensure more complete coverage of your program. Please provide a comprehensive performance statement (coded 2.01 on each TERMOB) for each area of deficiency that you have identified.

The performance statement need only be listed identified by the division and unit numbers of the deficient areas; the conditions and extents will be incorporated later.

1.	Division	Performance Statement	
	Unit		. *
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2.	Division	Performance Statement	
	Unit		4-
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3.	Division	Performance Statement	
	Unit		
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4.	Division	Performance Statement_	
	Unit		
5.	Division	Performance Statement	والمناف والمناف والمساور والمنافق والمساور والمنافق والمساور والمنافق والمساور والمنافق والمنافق والمساور
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6.	Division	Performance Statement_	·
	Unit		· · · · · · · · · · · · · · · · · · ·
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2.	Division	Performance Statement_
	Unit	
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3.	Division	Performance Statement
	Unit_	<u> </u>
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4.	Division	Performance Statement
	Unit	
	onze	
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5.	Division	Performance Statement_
-	Unit	
6.	Division	Performance Statement
	Unit	
		\ \
7.	Division	Performance Statement_
	Unit	
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## Table T-4 (Cont'd) Additional TERMOB Performance Statements

This form is provided for the addition of TERMOB performance statements to ensure more complete coverage of your program. Please provide a comprehensive performance statement (coded 2.01 on each TERMOB) for each area of deficiency that you have identified.

The performance statement need only be listed identified by the division and unit numbers of the deficient areas; the conditions and extents will be incorporated later.

	• •	
8.	Division	Performance Statement
	Unit	· -· · · ·
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9.	Division	Performance Statement_
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10.	Division	Performance Statement
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11.	Division	Performance Statement
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12.	Division	Performance Statement
	Unit	
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13.	Division	Performance Statement
	Unit	
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9.	Division	Performance Statement
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10.	Division	Performance Statement
	Unit	
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11.	Division	Performance Statement
	Unit	
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12.	Division	Performance Statement_
	Unit	
13.	Division	Performance Statement
	Unit	
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14.	Division	Performance Statement
	Unit	

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20-006	TYPE A SHORT 1/2 PAGE BUSINESS LETTER IN SEMIBLOCK FORM DIRECTLY FROM DICTATION	T-22
20-007	TYPE A 50 WORD TELEGRAM DIRECTLY FROM DICTATION	T-24
20-008	TYPE A SHORT MEMO DIRECTLY FROM DICTATION	T-26
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20-006	TYPE A SHORT 1/2 PAGE BUSINESS LETTER IN SEMIBLOCK FORM DIRECTLY FROM DICTATION	T-22
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20-008	TYPE A SHORT MEMO DIRECTLY FROM DICTATION	T-26
20-009	COMPOSE A COLLECTION LETTER AT THE TYPEWRITER ASSUMING THE CUSTOMER HAD FORGOTTEN TO PAY	T-28
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